AGENDA
BRESNAN MEETING CENTER
706 Kenwood Road - Champaign, Illinois
Wednesday, September 9, 2026
5:30 p.m.

Citizens may livestream or listen to the Regular Board meeting by accessing the following web address or phone number**:**
https://us02web.zoom.us/j/88155709136?pwd=1CaDi9Yr3Jxdl3JdPb2TBIZEGm7eGo.1
Public comment is not available through online video or telephone conference at this time. For those who are interested in sharing public comment, please join the meetings in person at the address, time, and date listed above.

For online video access, please use the following Meeting ID and Password when prompted:
Meeting ID: 881 5570 9136
Passcode: 820052

Alternatively, the meeting may be accessed by telephone at:
+1 309 205 3325. If prompted for the following items, please enter:
Meeting ID:881 5570 9136, followed by the # symbol
Passcode:820052, followed by the # symbol

REGULAR BOARD MEETING

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC

Public comments are important to the Board. However, it is the Board's policy not to take action on items until time has been taken to gather and evaluate information, as well as discuss available options. The absence of an immediate response does not indicate a lack of interest in the matter. During the community input portion of the agenda, the Board may typically ask residents to provide input before nonresidents.

The purpose of public participation is to allow the public to address and inform the Board. Please remember that the Board has a limited time to hear from citizens while also efficiently conducting park district business. After an individual has spoken, that individual may not address the same issue again. Any limitation about addressing the Board may be waived by it. Planned agenda presentations may, within the Board's discretion, exceed certain time limits. *Public comments are limited to not more than three (3) minutes.*

Persons with disabilities requiring reasonable accommodation to participate in the meeting should contact the board secretary, Marguerite Bailey, at the Park District's Bresnan Meeting Center, 706 Kenwood Rd., Champaign, Illinois, by phone at (217) 819-3853, Monday through Friday, 8:30 am until 4:30 pm, or by email to marguerite.bailey@champaignparks.org at least48 hours before the meeting. Requests for qualified sign language interpreters may require at least

5 business days' advance notice in order to arrange an interpreter's schedule. For deaf or hearing-impaired individuals, you may wish to access the Illinois Telecommunications Access Corporation at (800) 841-6167 (VOICE), (217) 698-0942 (FAX), Monday – Friday, 8:00 a.m. – 4:30 p.m., or the Illinois Relay Center by dialing 711 or (800) 526-0857.

C. PRESENTATION – City of Champaign, North Neil St. Project **Link**

D. COMMUNICATIONS

E. TREASURER'S REPORT

1. Consideration of Acceptance of the Treasurer's Report for the Month of August 2026.

F. EXECUTIVE DIRECTOR'S REPORT

1. General Announcements

G. COMMITTEE REPORTS

1. Champaign Parks Foundation
2. Wellness Committee **Link**

H. REPORT OF OFFICERS

1. Attorney's Report
2. President's Report

I. CONSENT AGENDA

All items appearing below are considered routine by the Board and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately.

1. Approval of Minutes of the Regular Board Meeting, August 12, 2026 **Link**
2. Approval of Minutes of the Executive Session Meeting, August 12, 2026
3. Approval of Minutes of the Study Session Meeting, August 26, 2026 **Link**
4. Approval of Minutes of the Executive Session Meeting, August 26, 2026
5. Approval of Americans with Disabilities Act Program Statement **Link**

J. NEW BUSINESS

1. Approval of Disbursements
   Staff recommends approval of disbursements for the period beginning August 13, 2026, and ending September 9, 2026. ***(Roll Call Vote)***

2. Approval of an Agreement with Ram Clean for the Virginia Theatre Janitorial Services
   Staff recommends awarding the bid to the lowest eligible responsible bidder and authorizing the Executive Director to enter into an agreement with RamClean 2 Inc. in the amount of $28.10 per hour for janitorial services at the Virginia Theatre. **Link**

3. Adoption of a Resolution of Intent to Issue General Obligation Bonds
   Staff recommend approval of a resolution stating the Park District's need and intent to issue $1,500,000.00 of General Obligation Bonds for FY 2026/27. **Link**

4. Approval of a Resolution Setting a Public Hearing on Proposed Bond Issue.
   Staff recommends that the Champaign Park District Board of Commissioners approve a resolution to set a Public Hearing for Wednesday, October 14, 2026. **Link**

K. DISCUSSION

1. Comprehensive Revenue Policy **Link**
2. Draft Strategic Plan **Link**

L. COMMENTS FROM COMMISSIONERS

M. ADJOURN

REPORT TO PARK BOARD

FROM: **Sarah Sandquist, Executive Director**

DATE: **September 9, 2026**

SUBJECT: **City of Champaign Presentation - North Neil Street Project**

Background

The City of Champaign is working on a preliminary design for Neil Street from Washington Street to Edgebrook Drive, based on the corridor plan adopted by the City Council in 2019. The proposed improvements include a lane reduction from four lanes to three lanes between Maple Street and Edgebrook Drive to provide space for wider sidewalks and street lighting, reduce pedestrian crossing distances, and improve safety. Sidewalk work along the west side of Neil Street affects Hazel Park.

Section 4(f) applies to public-owned parks and recreation areas, such as Hazel Park. The purpose of the draft document is to see if the Park District preliminarily agrees to a de minimis use/impact to the parks. The Section 4(f) document is available for the public to review on the project website at: https://engagechampaign.org/neil-street-corridor Information was also available at the project's public open house held on May 19, 2026. If the Park District concurs with a de minimis use, the document will be finalized and submitted to IDOT and FHWA for review and approval.

The City is currently wrapping up preliminary engineering following the IDOT/FHWA Phase I process. By following this process, the project will be eligible to apply for the use of federal funds for construction. Finalization of right-of-way and easement documents and acquisitions would take place during the final design phase. Final design and construction funding has not yet been allocated within the City's Capital Improvement Plan (CIP). As a result, the timeline for implementing the proposed improvements is unknown at this time.

Recommended Action

The City is seeking preliminary concurrence from the Park District to a de minimis use/impact to Hazel Park for the North Neil Street project.

Prepared by:	Reviewed by:
Sarah Sandquist, CPRE	Marguerite Bailey
Executive Director	Administrative Project Manager

Attachment: 9-9-26 N Neil Park District Meeting Slides

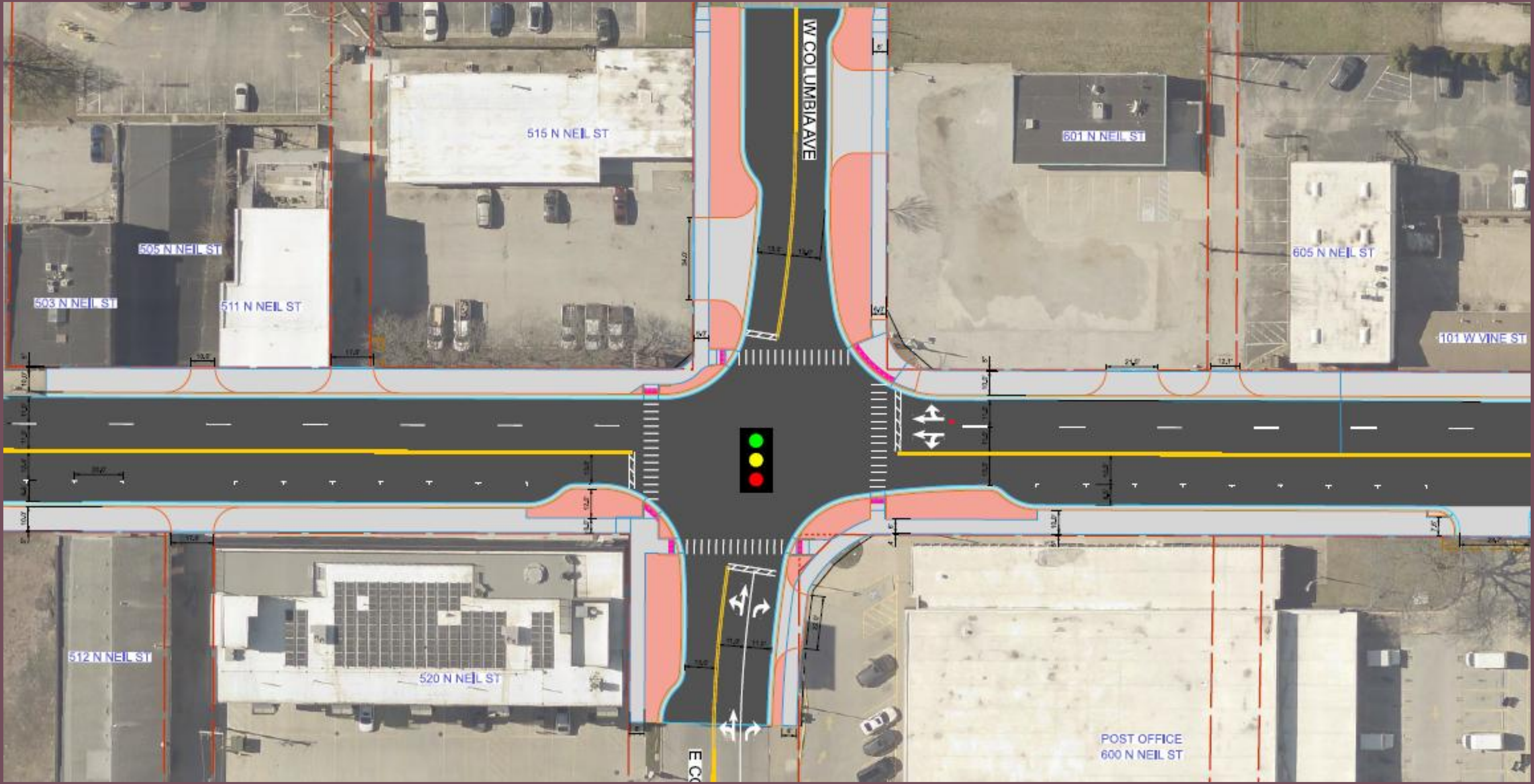
North Neil St. Overview and Section 4(f) at Hazel Park

September 9, 2026

City of CHAMPAIGN

Background

- The Neil Street Corridor Plan was adopted by Council in 2019. The plan covered various topics, including future land use, developing a corridor identity, beautification, and a transportation strategy.
- In 2024, the City received a DCEO grant to complete a Phase I preliminary design for the transportation improvements. Completing this IDOT process will allow the project to be eligible for the use of Federal funds.
- The preliminary design is based on the concepts originally developed and discussed with the public, plan commission, and Council as part of the corridor planning effort.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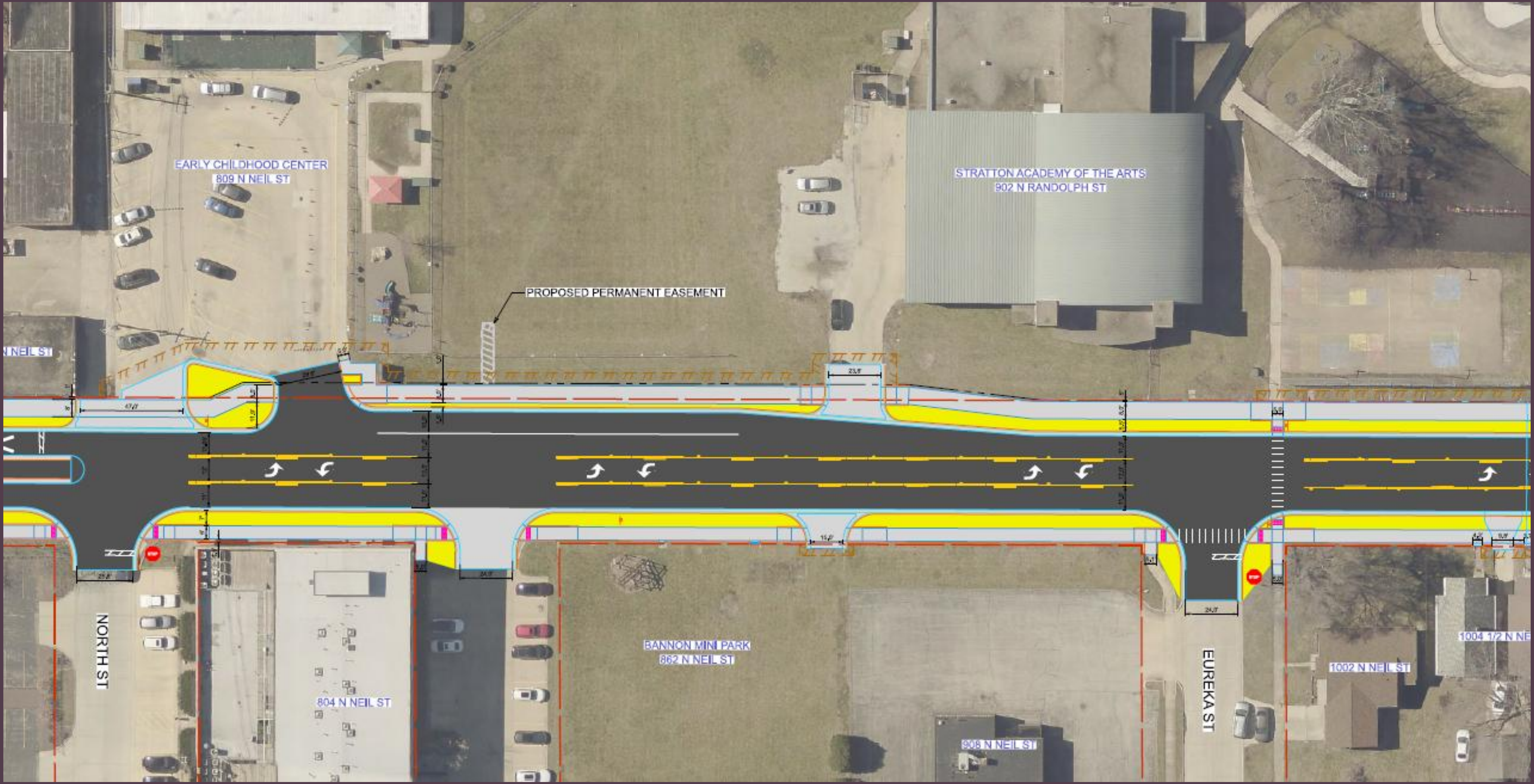
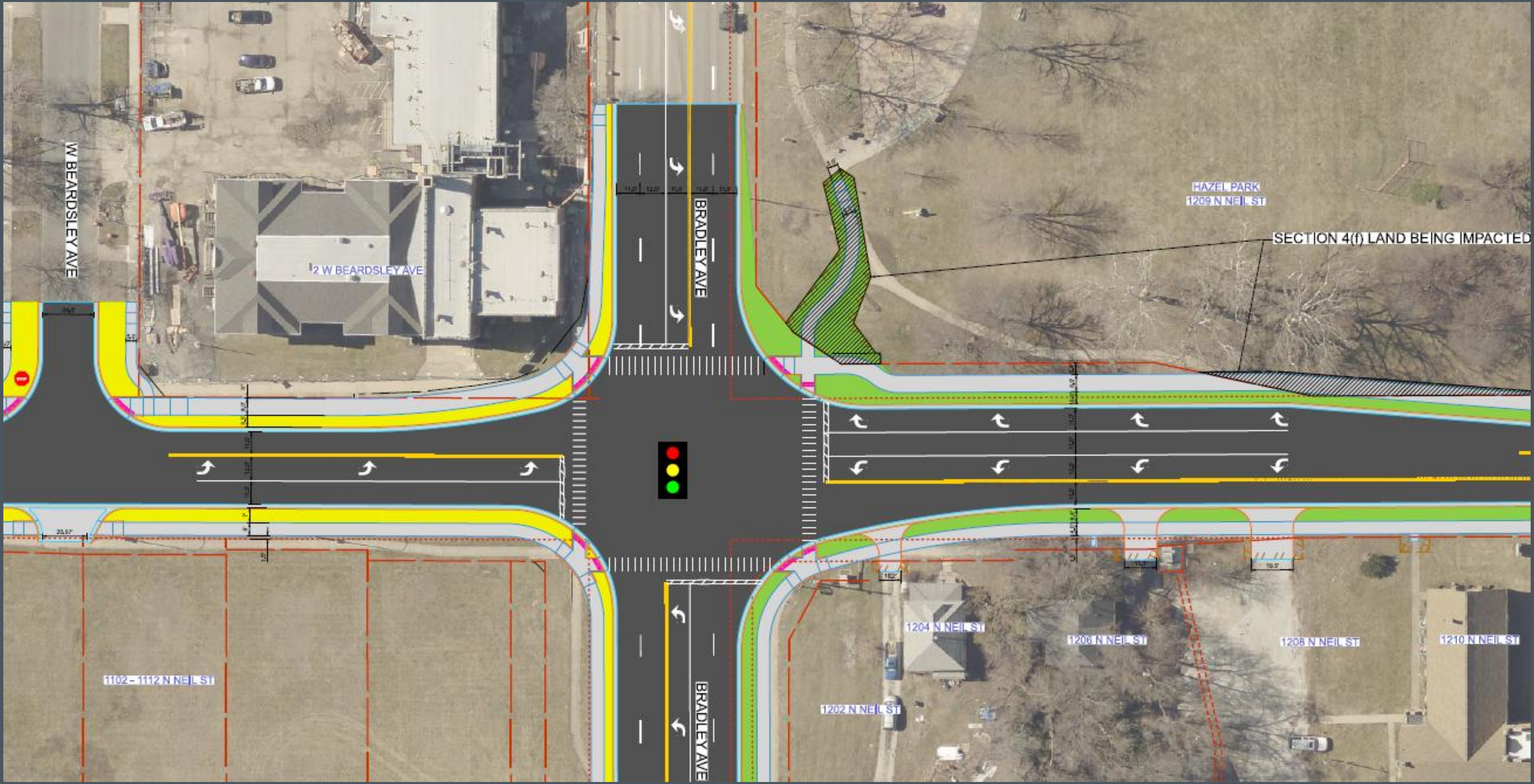
POST OFFICE
600 N NEIL ST


EARLY CHILDHOOD CENTER
809 N NEIL ST
STRATTON ACADEMY OF THE ARTS
902 N RANDOLPH ST
PROPOSED PERMANENT EASEMENT
NORTH ST
804 N NEIL ST
BANNON MINI PARK
802 N NEIL ST
908 N NEIL ST
EUREKA ST
1002 N NEIL ST


W BEARDSLEY AVE
2 W BEARDSLEY AVE
BRADLEY AVE
HAZEL PARK
1209 N NEIL ST
SECTION 4(f) LAND BEING IMPACTED
1102 - 1112 N NEIL ST
1204 N NEIL ST
1206 N NEIL ST
1208 N NEIL ST
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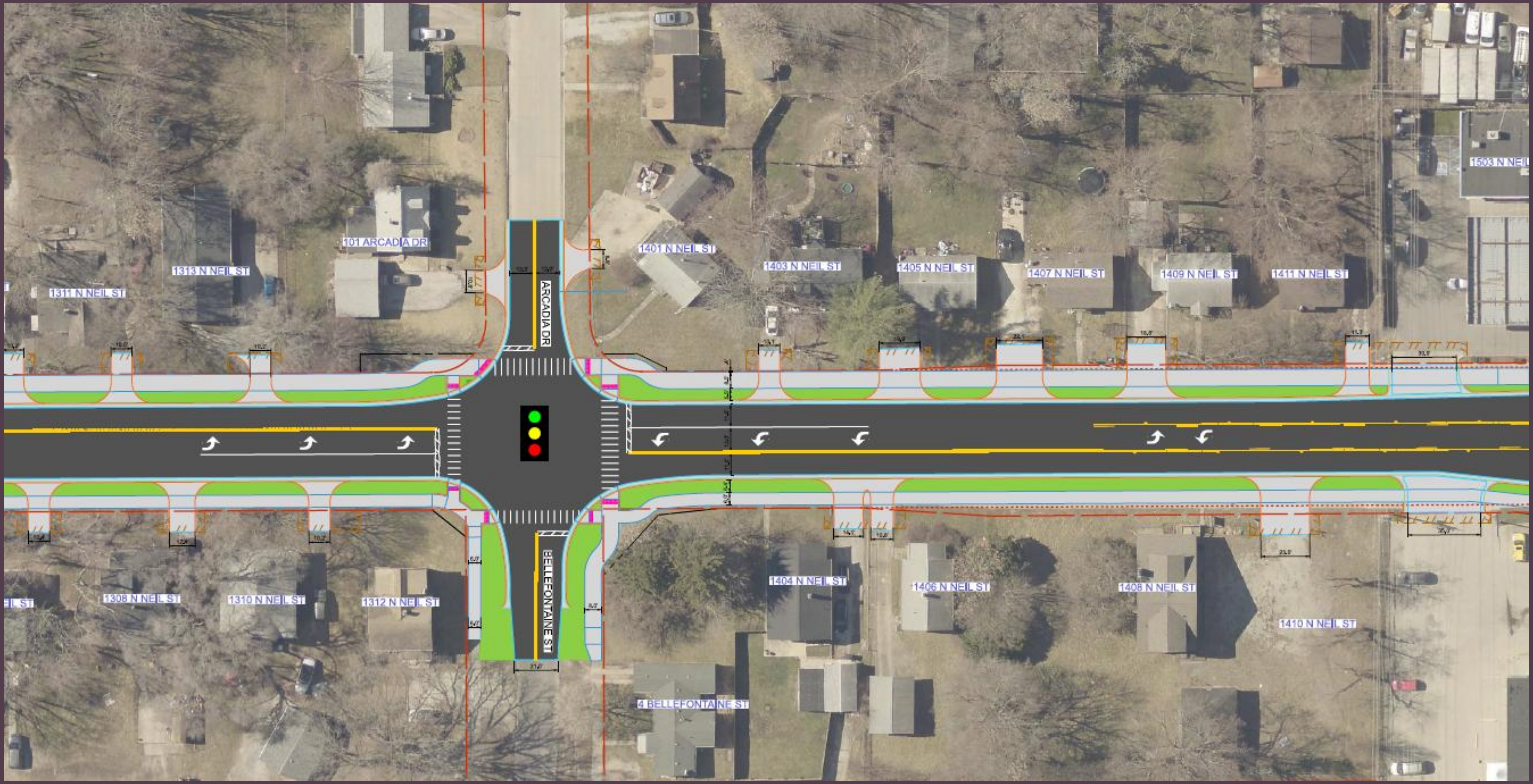
BRADLEY AVE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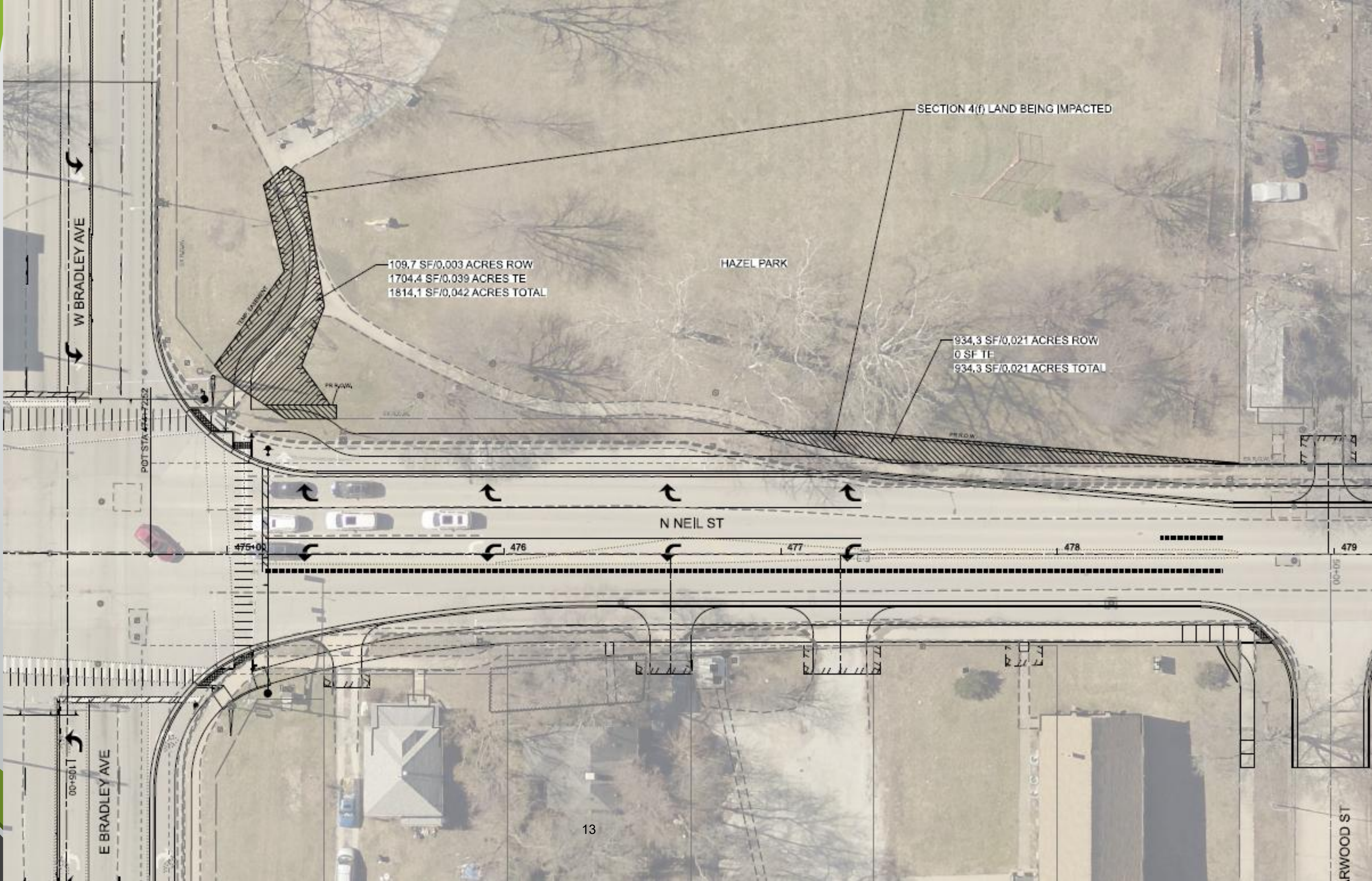
Project Status

- The preliminary design phase is nearly complete.
- The construction cost estimate for the overall project is about $12M in current dollars.
- The final design and construction phases of the project are not currently programmed in the City's 10-year Capital Improvements Plan (CIP).
- To apply for the use of Federal funding or pursue other opportunities, funding for the local cost share of the project needs to be programmed into the CIP.

Section 4(f)

- Section 4(f) is a Federal law protecting parks and recreation areas. If right-of-way is required from a publicly owned park or recreation area to construct transportation infrastructure when utilizing Federal funding, the Section 4(f) process applies.


SECTION 4(f) LAND BEING IMPACTED
109.7 SF/0.003 ACRES ROW
1704.4 SF/0.039 ACRES TE
1814.1 SF/0.042 ACRES TOTAL
HAZEL PARK
934.3 SF/0.021 ACRES ROW
0 SF TE
934.3 SF/0.021 ACRES TOTAL
W BRADLEY AVE
E BRADLEY AVE
N NEIL ST
475+00
476
477
478
479


NEIL
STREET

Section 4(f) – De Minimis Determination

- The draft document proposes a de minimis finding, indicating "the project will not adversely affect the activities, features, or attributes that make the property eligible for Section 4(f) protection."
- The City is seeking concurrence from the park district on the de minimis determination.

Next Steps

- If the district concurs, the next step is to finalize the Section 4(f) document and submit, along with other preliminary design documents, to IDOT for review and approval.
- Once approved, the project will have completed the Phase I design process, allowing the project to submit for various types of Federal grant funding.
- The City will also be discussing programming of local funds for the local match required of most Federal funds as part of the upcoming Capital Improvement Plan update next spring. Until local funding is allocated for the final design and construction phases of the project the timeline for those phases is unknown.

Questions?

REPORT TO PARK BOARD

FROM: **Sarah Sandquist, Executive Director**

DATE: **September 9, 2026**

SUBJECT: **Wellness Committee Update**

Background

In March 2026, the Champaign Park District (District) established a formal Wellness Policy 4-15 to strengthen the District's efforts to provide employees with practical education, resources, and opportunities that support healthy lifestyles and help employees better understand and utilize the benefits and resources available to them. Areas of focus include preventive care, physical activity, mental health and employee support, financial wellness, educational opportunities, and wellness-related events and activities.

Wellness Committee

As part of the Wellness Policy, the District formed an employee Wellness Committee which includes employees representing Human Resources, Marketing, Operations, Special Events, and Finance, providing perspectives from different departments, facilities, work environments, and employees across the District.

Early conversations identified several areas of opportunity, including improving employee understanding of insurance benefits and available resources, coordinating events and activities and establishing short- and long-term goals.

Current and Upcoming Initiatives

Several initiatives have already begun. Erin Lee, HR Manager, has started providing monthly *Wellness Spotlight* emails to employees with practical information about District benefits and healthcare resources. Topics include guidance on where to seek care, information about preventative care benefits, and promotion of the District's newly developed Benefits Guide. This regular communication is intended to help employees better understand their benefits and make informed healthcare decisions.

Financial wellness has also been identified as an important component of the District's overall approach. In September, a representative from the Illinois Municipal Retirement Fund (IMRF) is scheduled to provide employees with information about their pension and retirement benefits and answer employee questions.

Additional initiatives being considered or developed include wellness challenges, wellness bingo, educational workshops, healthy eating and cooking activities, opportunities to encourage movement and short breaks during the workday, wellness information through *The Watercooler*, employee wellness surveys, and other activities designed to make wellness accessible and engaging for employees throughout the District.

Employee Wellness Fair

One of the Committee's largest planned initiatives is a District-wide Employee Wellness Fair, tentatively planned for January or February 2027. The Committee envisions the Wellness Fair as an opportunity to bring many of the District's wellness resources together in one place and provide employees with direct access to organizations and professionals who can answer questions and provide practical information.

Potential participants and activities include the District's insurance broker to assist employees with benefit and insurance questions, IMRF representatives to provide pension and retirement information, community health and wellness organizations, wellness screenings, fitness opportunities appropriate for a variety of abilities, educational sessions, and a guest speaker.

Looking Ahead

Wellness initiatives at the District are intended to evolve over time based on employee feedback, participation, available resources, and organizational needs. The Wellness Committee will continue identifying opportunities to educate employees, increase awareness of existing benefits and resources, and create activities that encourage healthy practices and connection across the District.

While employee wellness initiatives cannot eliminate the broader healthcare cost pressures affecting employers, the District can take meaningful steps to ensure employees have the information and resources necessary to make informed healthcare decisions, utilize preventive services, understand where to seek appropriate care, and take advantage of benefits already available to them.

Prepared by:	Reviewed by:
Kathryn Glynn Director of Human Resources	Sarah Sandquist, CPRE Executive Director

Attachment: Wellness Committee

WELLNESS

at the Champaign Park District

Wellness Committee

A cross-departmental team of employees passionate about supporting wellness across the District, representing Human Resources, Marketing, Operations, Special Events and Finance. Our goal is to make wellness part of our culture, not just another program.

What We've Accomplished So Far

- Held kickoff and follow-up meetings to brainstorm ideas, set goals and plan initiatives
- All committee members completed a survey to identify short-term and long-term goals and initiatives
- Monthly wellness tips in The Watercooler
- Erin Lee, HR Manager, began monthly "Wellness Spotlight" emails to staff featuring where to seek care, preventative health coverage, and promotion of our new Benefits Guide

Return to Agenda

CHAMPAIGN PARK DISTRICT
MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS

August 12, 2026

The Champaign Park District Board of Commissioners (Board) held a Regular Board Meeting on Wednesday, August 12, 2026, at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, this being the principal office of the Champaign Park District (Park District). The Regular Meeting occurred pursuant to published notice duly given. President Michael R. Somers presided over the meeting.

Present in person: President Michael R. Somers, Vice President Jane Solon, Commissioners Craig W. Hays, Barbara J Kuhl, and Tyler R. Rouse, Sarah Sandquist, Executive Director, Jarrod Schuenemann, Deputy Executive Director, Attorney Guy C. Hall, Courtney Kouzmanoff, Director of Finance, Bret Johnson, Director of Planning and Operations, Jeannie Robinson, Director of Recreation, Kathryn Glenn, Director of Human Resources, Jimmy Gleason, Director of Facilities & Technology, and Marguerite Bailey, Secretary/ Administrative Project Manager.

Present in the Audience: Jeanette Donaldson, Karen Roberson, Terry Townsend, Murial Jones, and Joseph Chamly.

Present virtually: Donna Lawson, Treasurer, and Michael Miller

REGULAR MEETING

A. CALL TO ORDER
President Somers called the Regular Meeting to order at 5:30 p.m.

B. COMMENTS FROM THE PUBLIC
The Board received comments from several community members in the audience regarding CU Days at Douglass Park. Ms. Donaldson shared with the Board her experiences at the Douglass Annex.

D. COMMUNICATIONS
None.

E. TREASURERS REPORT
Ms. Lawson presented the report. Vice President Solon moved to accept the Treasurer's Report for the month of July 2026. Commissioner Hays seconded the motion. The motion passed 5-0.

F. EXECUTIVE DIRECTOR'S REPORT
Ms. Sandquist provided a report regarding upcoming events in various parks, recreation for youth and adults, and community ribbon cuttings. Noted was the upcoming prospective board candidate election packets being available on August 25, 2026, and September staff training. Lastly, she reminded the Board about the Ties & Tennies fundraising event on September 10, 2026.

G. COMMITTEE AND LIAISON REPORTS
Mr. Schuenemann reported to the Board that the Ties and Tennies event sponsorships surpassed 2025 and are estimated at $ 56,000.00. He further reported that the Parks Foundation received a donation to create an endowment fund.

H. REPORT OF OFFICERS

1. Attorney's Report
   Mr. Hall reported that normal routine business was being completed, which includes review of contracts, agendas, and minutes.

2. President's Report
   President Somers noted the start of the school year and commended staff for their efforts throughout the summer.

I. CONSENT AGENDA

1. President Somers stated that all items on the Consent Agenda noted below were considered routine and acted upon by one motion, and if discussion was desired, that item was removed and discussed separately. Commissioner Hays moved to approve all items on the Consent Agenda. Vice President Solon seconded the motion. The motion passed 5-0.

   1. Approval of Minutes of the Regular Board Meeting July 8, 2026
   2. Approval of Minutes of the Executive Session Regular Meeting July 8, 2026
   3. Approval of Minutes of the Special Board Meeting July 13, 2026
   4. Approval of Minutes of the Special Board Meeting July 22, 2026
   5. Approval of Minutes of the Executive Session Special Meeting July 22, 2026
   6. Approval of a Resolution to ratify Change Orders for Parkland Way Improvements
   7. Approval of a Resolution to ratify Change Orders for Champaign Urbana Special Recreation
   8. Approval of Terms and Conditions for Websites

J. NEW BUSINESS

1. <u>Approval of Disbursements</u>

Vice President Solon made a motion to approve the list of disbursements for the period beginning July 9, 2026, and ending August 12, 2026. Commissioner Hays seconded the motion. Upon roll call, the vote was as follows: Commissioner Hays – yes, Commissioner Rouse – yes, Vice President Solon –yes. President Somers – yes, and Commissioner Kuhl - yes. The motion passed 5-0.

<u>2. Approval of a Budget Amendment to the Capital Improvement Fund Related to Carry forward of FY2025/26 Vehicle Replacement Funds</u>

Ms. Kouzmanoff reported to the board that a budget amendment is necessary due to the timing of replacing a vehicle after the initial budget was approved. Commissioner Hays moved to approve a budget amendment to increase the FY2026/27 Capital Improvement Fund vehicle replacement project by $70,072.Commissioner Rouse seconded the motion. Upon roll call, the vote was as follows: Commissioner Kuhl – yes, President Somers – yes, Vice President Solon –yes. Commissioner Rouse – yes, and Commissioner Hays- yes. The motion passed 5-0.

3. <u>Approval of Professional Services Agreement with Farnsworth Group for Champaign Urbana Special Recreation Three-Season Pavilion Design</u>

Ms. Sandquist reported that the agreement timeline was updated. This agreement is part of the process outlined in the scope of work for the Open Space Land Acquisition and Development (OSLAD) Project. Commissioner Kuhl moved to approve the Project Services Agreement with Farnsworth Group for final design, bidding assistance, and limited construction administration services for the CUSR Three-Season Pavilion and authorize the Executive Director to execute the agreement. Vice President Solon seconded the motion. The motion passed 5-0.

4. Approval of an Agreement with Blast It Clean for Sholem Aquatic Center Epoxy Repairs
Mr. Johnson reported that the last full epoxy treatment of the pool was completed in 2015. Since that time, staff has performed in-house repairs and treatments to extend the life of the pool structure. He noted that epoxy provides a protective coating that seals and preserves the pool surface. Commissioner Hays moved to award the contract to the lowest responsible bidder, Blast It Clean, including Alternate 1, in the amount of $350,000, and authorize the Executive Director to enter into an agreement for the work. Vice President Solon seconded the motion. The motion passed 5-0.

5. Approval of the Open Space Land Acquisition and Development Grant Application
Ms. Sandquist addressed the Board regarding feedback received at the previous meeting concerning three potential improvement areas that aligned with OSLAD Grant parameters. Since that meeting, staff further evaluated the options and identified the benefits of moving forward with improvements at Heritage Park. The Board held a discussion. Commissioner Hays moved to authorize the signature of the Financial Commitment Resolution for the OSLAD Grant Program, due at IDNR by August 31, 2026 and proceed with a $600,000.00 OSLAD grant application. Vice President Solon seconded the motion. The motion passed 5-0.

6. Approval of Memorandum of Understanding (MOU) for Zahnd Park Pond Expansion
Ms. Sandquist reported that staff updated the MOU as directed by the Board. She noted that its purpose is to move the project forward, allowing the Stephens Family YMCA to complete the necessary engineering and develop project cost estimates. The Board held a discussion regarding concerns pertaining to the shared expenses, future maintenance, development agreement details, and recommendations. There was consensus to table the agenda item. Commissioner Hays moved to table the approval. Vice President Solon seconded the motion. The motion passed 5-0.

K. DISCUSSION ITEMS

1. Lease Termination - Mini Park VIII Detention Basin
   Ms. Sandquist and Mr. Johnson provided the Board with the history of the location of the detention basin adjacent to Spalding Park. The Board held a discussion. Staff is to bring forward at the next meeting a resolution to approve.

2. Parcel – 1202 N. Neil St. – Champaign, IL
   Ms. Sandquist addressed the Board regarding documents concerning re-conveying the property to the City of Champaign. The Board held a discussion. Staff is to bring forward at the next meeting a resolution to approve such action

3. Policies for Review
   Mr. Schuenemann reported to the Board items to note on the policies, grammar, and some formatting. Commissioner Kuhl requested that staff compare the Community Input Policy to the Public Participation Policy. Staff is to bring forward the policies at the next Board meeting for approval.

L. EXECUTIVE SESSION

President Somers read into the record that the Board may convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(21) for the discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, section (c)(5), the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, and section (c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public. Commissioner Rouse moved to convene into executive session, upon such basis. Vice President Solon seconded the motion. Upon roll call, the vote was as follows: President Somers -yes, Vice President Solon – yes, Commissioner Rouse – yes, Commissioner Hays – yes, and Commissioner Kuhl – yes. The motion passed 5-0.

M. RETURN TO REGULAR MEETING

The Board reconvened the regular meeting at 7:46 pm following the executive session.

N. EXECUTIVE SESSION ACTION ITEM

1. Approval of Releasing Executive Session Minutes for Public Review.

Commissioner Hays moved to approve the executive session minutes for public inspection for the dates 6/11/25, 8/13/25, 9/10/25, 10/8/25, 11/12/25, 12/10/25, 1/14/26, and partial minutes on 1/14/26 as reflected on the log provided to the Board. Vice President Solon seconded the motion. The motion passed 5-0.

O. COMMENTS FROM COMMISSIONERS

Commissioner Solon noted that she received community feedback from families with young children to choose sculptures more appealing to youth as opposed to a potential scary looking ones.

Commissioner Kuhl requested an OSLAD Project update at the CUSR Center. Mr. Johnson provided a report to the Board on the driveway, parking spaces, and that the back area phase began August 7, 2026.

P. ADJOURN

Commissioner Hays moved to adjourn at 7:49 pm. Vice President Solon seconded the motion. The motion passed 5-0.

Approved:

______________________________	______________________________
Michael R. Somers, President	Marguerite Bailey, Board Secretary

CHAMPAIGN PARK DISTRICT
MINUTES OF THE SPECIAL MEETING
BOARD OF PARK COMMISSIONERS

August 26, 2026

The Champaign Park District Board of Commissioners (Board) held a Special Meeting on Wednesday, August 26, 2026, at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Michael R. Somers presided over the meeting.

Present, In-Person: President Michael R. Somers, Vice President Jane L. Solon, Commissioners Craig W. Hays, Barbara J. Kuhl, and Tyler R. Rouse, Attorney Guy Hall, Sarah Sandquist, Executive Director, Jarrod Scheunemann, Deputy Executive Director, Jeannie Robinson, Director of Recreation, Courtney Kouzmanoff, Director of Finance, Jimmy Gleason, Director of Facilities & Technology, Bret Johnson Director of Operations and Planning, and Marguerite Bailey, Administrative Project Manager/ Board Secretary.

Present in the Audience: Murial Jones

Present virtually: Donna Lawson, Treasurer

A. CALL TO ORDER
President Michael R. Somers called the meeting to order at 5:30 p.m.

B. COMMENTS FROM THE PUBLIC
None.

C. COMMUNICATIONS
None.

D. CONSENT AGENDA
1. President Somers stated that all items on the Consent Agenda noted below are considered routine and shall be acted upon by one motion, and if discussion is desired, that item shall be removed and discussed separately. Commissioner Hays moved to approve all items, on the Consent Agenda, except # 9, and to update the language on item # 1. Vice President Solon seconded the motion. The motion passed 5-0.
   1. Approval of District-Wide Strategic Plan Policy (Update language)
   2. Approval of Inclement Weather Programming Policy
   3. Approval of Cooperation Policy
   4. Approval of Community Input Policy
   5. Approval of Comprehensive Year-Round Recreation Policy
   6. Approval of Comprehensive Assessment Policy
   7. Approval of Employment of Certified/Professionally Trained Staff Policy
   8. Approval of Distribution of Employment Policies and Procedures Manual Policy
   9. ~~Approval of Online Upload of Board Meeting Video Recording Policy~~
   10. Approval of a Resolution for Termination of the Detention Basin License
   11. Approval of a Resolution for Local Government Property Transfer

The Board discussed the Online Upload of Board Meeting Video Recording Policy. Commissioner Rouse noted the value of retaining video recordings to preserve the integrity of the official record. The Board discussed the appropriate retention period and requested staff research retention practices of other local government agencies. Commissioner Hays moved to table Item #9 pending further research. Commissioner Rouse seconded the motion. The motion passed 5-0.

E. NEW BUSINESS

1. Approval of a Memorandum of Understanding for Zahnd Detention Pond

Ms. Sandquist provided the Board with an overview of the updated Memorandum of Understanding between Champaign Park District, Carle Health, and Stephens Family YMCA regarding the Zahnd Park Pond Expansion. The Board held a discussion. Commissioner Hays moved to approve the Memorandum of Understanding between the Champaign Park District, Carle Health, and Stephens Family YMCA regarding the Zahnd Park Pond Expansion, with Section 1.6 stricken. Commissioner Rouse seconded the motion. The motion passed 5-0.

2. Approval of a Professional Services Agreement with Upland Design Ltd. for Turnberry Ridge Park

Mr. Johnson reported that staff researched local projects completed by Upland Design Ltd. and was confident in the firm's design experience and proposed process to complete the project within the identified timeframe and available grant funding. Vice President Solon moved to approve an agreement with Upland Design Ltd. in the amount of $120,372.00 and authorize the Executive Director to execute the agreement for the Turnberry Ridge Park Master Plan. Commissioner Hays seconded the motion. The motion passed 5-0.

3. Approval of an Agreement for Gas Cylinders

Mr. Johnson reported that he reviewed the cost difference between the five (5) year and twenty five (25) year lease options. Attorney Hall advised that state statute limits the Park District's lease term to a maximum of eight (8) years. The Board directed Mr. Johnson to pursue an eight (8) year agreement with Weldstar, if available. Vice President Solon moved to authorize the Executive Director to enter into an eight (8) year or five (5) year lease agreement with Weldstar.

F. DISCUSSION

1. Champaign Parks Foundation FY2026/27 1st Quarter Financial Report
   Ms. Kouzmanoff provided an overview of the Parks Foundation first quarter financial report. She indicated the report reflects the sponsorships received for the Ties and Tennies event, but the expenses have not been received yet. Commissioner Kuhl confirmed there would be a recap available in the next report of the event.

2. Champaign Park District FY2026/27 1st Quarter Financial Report
   Ms. Kouzmanoff provided an overview of the Park District's financial report. She noted that the Park District is in receipt of half of the annual real estate taxes.

G. EXECUTIVE SESSION
President Somers read into the record that the Board may convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2 (c)(1), for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public. Commissioner Hays moved to convene into executive session upon such basis. Commissioner Rouse seconded the motion. Upon roll call, the vote was as follows: Commissioner Hays – yes, Commissioner Rouse – yes, President Somers -yes, Vice President Solon – yes, and Commissioner Kuhl – yes. The motion passed 5-0.

The Board reconvened the special meeting at 6:25 pm following the executive session.

H. COMMENTS FROM COMMISSIONERS
None.

I. ADJOURN
Commissioner Hays moved to adjourn at 6:26 pm. Commissioner Rouse seconded the motion. The motion passed 5-0.

Approved:

______________________________	______________________________
Michael R. Somers, President	Marguerite Bailey, Board Secretary

Return to Agenda

REPORT TO PARK BOARD

FROM: **Sarah Sandquist, Executive Director**

DATE: **September 9, 2026**

SUBJECT: **Approval of Americans with Disabilities Act Program Statement**

Background

In accordance with Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, the Champaign Park District (Park District) does not discriminate on the basis of disability. The Park District will make reasonable modifications to policies and programs to ensure that every qualified individual with a disability has an equal opportunity to participate in and enjoy its programs, services, and activities, provided the individual meets the essential eligibility requirements for participation. The ADA requires that recreation programs offered by the Park District be provided in the most integrated setting appropriate for each individual.

Staff reviewed the current ADA Program Statement and updated it to reflect current practices and staff responsibilities. The Park District has designated two compliance officers: the Park Planner and the Champaign-Urbana Special Recreation Manager.

Prior Board Action

On August 23, 2017, the Board approved the ADA Program Statement.
On July 13, 2022, the Board revised the ADA Program Statement

Recommended Action

Staff recommends that the Board approve the Americans with Disabilities Act Program Statement as presented.

Prepared by:	Reviewed by:
Marguerite Bailey Administrative Project Manager	Sarah Sandquist, CPRE Executive Director

Attachments: Americans with Disabilities Act Program Statement edit and clean versions.

CHAMPAIGN
PARK DISTRICT

American's with Disabilities Act Program Statement

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In accordance with Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, the
Champaign Park District (Park District) does not discriminate on the basis of disability. The Park District will make all reasonable modifications to policies and programs to ensure that every qualified individual with a disability has an equal opportunity to enjoy all of its programs, services, and activities, provided an individual meets essential eligibility requirements for participation. The ADA requires that recreation programs offered by the Park District be available in the most integrated setting appropriate for each individual.

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Upon request, the Park District will generally provide qualified individuals auxiliary aids and services to allow them to participate equally in the Park District's programs, services, and activities or for effective
communication. Anyone who requires auxiliary aids or other services should contact the Park District as
soon as possible but no later than 48 hours before the scheduled event.

If you or a member of your family needs special assistance or accommodations to participate in any Park
District program, please indicate on the Park District registration form.

The Park District has appointed ~~Andrew Weiss, Director of~~ the Park Planner ~~ing~~, as the ADA compliance officer for infrastructure and the Champaign Urbana Special Recreation(CUSR) Manager as the ADA compliance officer for programming. If you have any questions or concerns about access to recreation for Americans with Disabilities ~~,~~the Park Planner may be reached at (217) 819-3822, and the CUSR Manager at (217) 819-3980. ~~you may contact him via e-mail at andrew.weiss@champaignparks.org or phone 217-819-3822.~~

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Please note that the ADA does not require the Park District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

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Approved by Board of Commissioners	August 23, 2017
Revised by Board of Commissioners	July 13, 2022
Revised by Board of Commissioners	September 9,2026

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____________________________ __________________________

~~Kevin J. Miller~~Michael R Somers, President Sarah Sandquist~~Joe DeLuce~~, Executive Director

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The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

Section L.8

CHAMPAIGN
PARK DISTRICT

Americans with Disabilities Act Program Statement

In accordance with Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, the Champaign Park District (Park District) does not discriminate based on disability. The Park District will make all reasonable modifications to policies and programs to ensure that every qualified individual with a disability has an equal opportunity to enjoy all of its programs, services, and activities, provided an individual meets essential eligibility requirements for participation. The ADA requires that recreation programs offered by the Park District be available in the most integrated setting appropriate for each individual.

Upon request, the Park District will generally provide qualified individuals with auxiliary aids and services to allow them to participate equally in the Park District's programs, services, and activities or for effective communication. Anyone who requires auxiliary aids or other services should contact the Park District as soon as possible but no later than 48 hours before the scheduled event.

If you or a member of your family needs special assistance or accommodation to participate in any Park District program, please indicate on the Park District registration form.

The Park District has appointed the Park Planner as the ADA compliance officer for infrastructure and the Champaign Urbana Special Recreation (CUSR) Manager as the ADA compliance officer for programming. If you have any questions or concerns about access to recreation for Americans with Disabilities, please contact the Park District at 217-398-2550 or via email at info@champaignparks.org.

Please note that the ADA does not require the Park District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Approved by Board of Commissioners	August 23, 2017
Revised by Board of Commissioners	September 9, 2026

______________________________	______________________________
Michael R Somers, President	Sarah Sandquist, Executive Director

CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: **Sarah Sandquist, Executive Director**

DATE: **September 9, 2026**

SUBJECT: **Approval of Bid for Janitorial Services at the Virginia Theatre**

Background
The Champaign Park District contracts the cleaning of the Virginia Theatre. RamClean 2 has been the awarded vendor for the past couple of contracts.

The base bid includes regularly scheduled cleaning of the front of house, lobbies, office spaces, restrooms, auditorium, and backstage.
Alternate 1 is for periodic work, including carpet cleaning, vacuuming vents and furniture, and washing windows.
Alternate 2 is for any additional services that may be requested.

Previous fiscal year totals for contractual cleaning at the Virginia Theatre:
FY 22/23 - $29,956
FY 23/24 - $19,078 (closed for fly system construction)
FY 24/25 - $31,721
FY 25/26 - $ 48,935

Bid Results
An invitation to bid was published in The News-Gazette. Three (3) bid packets were received. Bids were opened and read aloud on August 28, 2026. Bid results are attached.

Budget Impact
Funding will be allocated within the Virginia Theatre's operating budget for each fiscal year.

Recommended Action
Staff recommends awarding the bid to the lowest eligible responsible bidder and authorizing the Executive Director to enter into an agreement with RamClean 2 Inc. in the amount of $28.10 per hour for janitorial services at the Virginia Theatre for one (1) year with an option to renew for an additional year.

Prepared by:
Bret Johnson
Director of Operations & Planning

Reviewed by:
Jeannie Robinson, CPRE
Director of Recreation

Attachments:
1 – Bid tabulation
2 – RamClean 2 Inc. Vendor Agreement

Champaign Park District Bid Opening Results
Project: Virginia Theatre Janitorial Services
Date: Friday, August 28, 2026 at 1:00 PM

Staff Present:
Bret Johnson, Director of Operations and Planning
Kevin Williams, BSW Supervisor
Marguerite Bailey, Administrative Project Manager

COMPANY/CONTRACTOR	Base Bid	Alternate #1 (periodic work)	Alternate #2 (additional services)
RamClean 2 Inc, Champaign, IL	Zone 1_____$28.10__________ Zone 2_____$28.10__________ Zone 3_____$28.10__________	Carpet Cleaning_$.40/sqft Vacuum Vents____$28.10 Vacuum Furniture_$28.10 Wash Windows___$28.10	$28.10
4M Building Solutions, St. Louis, MO	Zone 1____$35.00___________ Zone 2____$35.00___________ Zone 3____$35.00___________	Carpet Cleaning___$35.00 Vacuum Vents____$35.00 Vacuum Furniture_$35.00 Wash Windows___$35.00	$35.00
Contractors Enterprises, Inc. Tallahassee, FL	Zone 1____$45.00___________ Zone 2____$50.00___________ Zone 3____$50.00___________	Carpet Cleaning___$25.00 Vacuum Vents____$25.00 Vacuum Furniture_$25.00 Wash Windows___$25.00	$35.00

CHAMPAIGN PARK DISTRICT VENDOR AGREEMENT
Virginia Theatre Janitorial Services

This Agreement for **Virginia Theatre Janitorial Services**, (hereafter called, "Agreement") is made and effective as of **_______, 2026** by and between the CHAMPAIGN PARK DISTRICT, a municipal corporation of the State of Illinois, located at 706 Kenwood Road, Champaign, IL 61821 (hereafter referred to as, "Park District"), and **RamClean 2 Inc.**, a(n) Illinois **corporation** (hereafter referred to as, ("Vendor"), located at **2513 Springfield Ave. Suite 1, Champaign, IL 61821**, and individually or collectively referred to as "Party" or "Parties", as the case may be.

TERMS AND CONDITIONS:

WHEREAS, Park District, is a municipal corporation and local governmental entity located in the city of Champaign, Illinois;

WHEREAS, Vendor is a **corporation** duly authorized in Illinois and engaged in the business of **Contractual Cleaning**;

WHEREAS, Park District and Vendor have determined that they are interested in entering into an agreement by which Vendor shall provide **Cleaning/Janitorial Services** to the Park District in exchange for compensation stated herein; and

WHEREAS, the foregoing recitals are agreed upon and incorporated into the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual benefits and covenants stated herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **PURPOSE.**
   1.1 The purpose of this Agreement is for the Vendor to provide to Park District goods and/or services necessary to clean the Virginia Theatre in Champaign per bid specifications set forth in the bid packet dated August 2026 and any addenda.

2. **TERM.**
   2.1 The term of this Agreement shall be one (1) year and shall commence September 25, 2026 and conclude September 24, 2027, with an option to renew for one (1) additional year, commencing September 24, 2027 and conclude September 29, 2028, unless earlier terminated pursuant to the terms of this Agreement.

3. **VENDOR RESPONSIBILITIES.**
   3.1 All responsibilities listed in the bid packet (dated August 2026) and all addenda.

4. **PARK DISTRICT RESPONSIBILITIES.**
   4.1 All responsibilities listed in the bid packet (dated August 2026) and all addenda.

5. **VENDOR'S COMPENSATION.**
   5.1 In consideration of the goods and/or services provided by Vendor, the Park District shall compensate the Vendor as follows: **Twenty-Eight dollars and ten cents ($28.10) per hour for the duration of the contract** for work properly performed in a good and workmanlike manner to the Park District's satisfaction pursuant to the terms of this Agreement.

6. **RULES, LAWS, AND ORDINANCES.**
   Park District and Vendor shall comply with all applicable federal, state and local statutes, rules, regulations, ordinances, licenses, and permit requirements regarding the performance and carrying out the terms of this Agreement.

7. **DEFAULT.**
   In the event that either Party fails to comply with the terms of this Agreement, and cure such default within **Thirty (30)** days' written notice from the other Party, then the non-defaulting Party shall have the right to terminate this Agreement. Subject to section 8, any such termination shall not terminate or affect the obligations or rights to enforce the same as they may have accrued prior to termination which shall survive such termination.

8. TERMINATION.

The Park District may terminate this Agreement at any time for convenience and without cause by written notice to the Vendor and the Park District shall pay the Vendor for Work properly completed to the date of termination. This Agreement may be terminated at any time by mutual agreement of the Parties and the Park District shall pay the Vendor for Work properly completed to the date of termination. This Agreement may be terminated by either Party for "cause" by giving **thirty (30)** days' notice to the other Party in writing of such termination. For the purposes of this Agreement, "termination for cause" is defined as termination for breach or an intentional or willful violation of any of the provisions of this Agreement by a Party. The Party terminating this Agreement for cause shall specify in such writing the nature of the "cause" resulting in termination. In the event of termination for cause, Park District shall have no further obligation other than to make payments to Vendor for Work satisfactorily completed, and Vendor shall be liable to Park District for any increase in cost incurred by Park District in completing the Work. Regardless of whether Park District exercises its right to termination, Vendor hereby waives any and all claims for lost profits, and any for any other consequential or incidental damages arising because of a termination.

9. INDEPENDENT CONRACTORS.

9.1 Vendor acknowledges and agrees that neither Vendor nor anyone with whom it may hire as an employee or independent contractor is an employee of the Park District, and are not entitled to any benefits or protections afforded employees of the Park District, nor controlled as employees of the Park District. Nevertheless, Vendor, its employees and independent contracts shall not act contrary to the policies of the Park District. Vendor understands and agrees that Vendor shall not be insured under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District, and that any injury or property damage in connection with the work performed shall be Vendor's sole responsibility and not that of the Park District. It is also understood that Vendor is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and, therefore, Vendor shall be solely responsible for Vendor's own acts or omissions, and those of Vendor's employees, contractors, and agents, if any. The Park District shall not in any manner whatsoever be obligated to defend, indemnify or hold harmless Vendor, or Vendor's employees and agents, if any, in matters of liability.

9.2 Vendor acknowledges and agrees that Vendor is solely responsible to pay all applicable federal, state and local income and withholding tax obligations or contributions imposed pursuant to Social Security, unemployment insurance and worker's compensation insurance on behalf of Vendor and those employees, contractors, and agents, if any, employed by Vendor.

10. CONTROL OF WORK.

Vendor and its employees, contractors, and agents shall at all times have sole control over the manner, means and methods of performing the work and services required by the Agreement according to their independent judgment; provided that, their conduct shall not be contrary to this Agreement and the policies and procedures of Park District. Furthermore, Vendor is solely responsible for the direction of such employees, contractors, and agents. Vendor acknowledges that its employees, contractors, and agents will devote sufficient time and effort as is necessary to carry out the terms of this Agreement in a professional manner in order to complete the classes offered.

11. EQUIPMENT AND EXPENSES.

Vendor shall be responsible for all expenses, including, without limitation, the provision of equipment and materials related to carrying out this Agreement unless otherwise stated herein.

12. REPRESENTATIONS AND WARRANTIES.

Vendor represents and warrants that it and its employees, contractors, and agents have the skills and knowledge necessary to perform the terms of this Agreement in a safe, proper, efficient, thorough and satisfactory manner and understand that Park District is relying on such representations in connection herewith.

13. INSURANCE.

Vendor shall keep in full force and effect at all times during this Agreement a comprehensive general liability insurance policy, with contractual liability coverage, with minimum limits of not less than $1,000,000 per occurrence and $2,000,000 annual aggregate together with property damage insurance of not less than $1,000,000. All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and shall be reasonably satisfactory to Park District. All insurance coverage provided by Vendor shall be primary insurance as to Park District. Any insurance or self-insurance maintained by Park District shall be in excess of Vendor's insurance and shall not contribute with it. The Park District, its commissioners, officers, employees, agents, representatives, and volunteers shall be covered as additional insured's under the general liability coverage which shall contain no special limitation on the scope of protection afforded to the additional insured's, and shall contain appropriate endorsements, extensions or riders necessary to assure coverage, together with such certificates of insurance which identify the required coverages. All liability insurance shall provide coverage on an "occurrence" basis and not on a "claims made" basis. Such policies shall not be cancelled or amended without at least ten (10) days prior written notice having been given to the Park District. Cancellation of any such coverage without a substitute policy containing the required coverage's being put in force, shall be grounds for the Park District to immediately terminate this Agreement with no further rights afforded Vendor at its option, Park District may continue such insurance at its cost and obtain reimbursement and repayment thereof from Vendor. In such event, Vendor shall pay the amount due within ten (10) days of payment by Park District. The Parties acknowledge that Vendor may from time to time change insurers; provided that, the Park District shall be provided with a certificate of such insurance otherwise conforming to and in compliance with the terms hereof, promptly upon such change. Vendor shall maintain worker's compensation insurance sufficient to satisfy all applicable state and/or federal laws and must show policy number on certificate of insurance if workman's compensation is provided. Vendor shall keep comprehensive automobile liability insurance with a bodily injury of $1,000,000 per person and $1,000,000 per accident. Such automobile liability insurance shall cover property damage of $500,000 each occurrence or combined single limit of $500,000. Vendor shall carry umbrella liability insurance with minimum limits of $5,000,000 in the aggregate.

14. <u>INDEMNIFICATION</u>.
Vendor shall indemnify, defend and hold harmless Park District and any of its commissioners, directors, officers, employees, agents, representatives, and volunteers from and against any and all liability, loss, costs, causes of actions, demands, attorney's fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against Park District that arises from an act, failure, or omission on the part of Vendor or any of its trustees, directors, officers, employees, contractors, agents and representatives in carrying out of the terms of this Agreement.

Park District shall indemnify, defend and hold harmless Vendor and any of its trustees, directors, officers, employees, contractors, agents and representatives from and against any and all liability, loss, costs, causes of actions, demands, attorney's fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against Vendor that arises solely from an act, failure, or omission on the part of Park District or any of its commissioners, directors, officers, employees, agents, representatives, and volunteers in carrying out of the terms of this Agreement.

15. <u>SUCCESSORS AND ASSIGNS</u>.
This Agreement shall not be assigned or delegated by a Party to any subsidiary, assignee, successor, partner, employee, agent or affiliate without the prior written consent of the other Party, which shall not be unreasonably withheld. If Park District permits the assignment of the services provided for hereunder at any one or more times, such assignment shall not be deemed permission to assign the performance of this Agreement at any other time or times.

16. <u>APPLICABLE LAW AND VENUE</u>.
This Agreement is governed by and shall be interpreted according to the laws of the State of Illinois, without application of its conflict of laws provisions. Each Party has reviewed and approved this Agreement and the rule of construction that resolves ambiguities against the drafting party shall not be employed in the interpretation of this Agreement. In the event of any claims or lawsuits regarding this Agreement, a state or federal court located in Champaign County, Illinois, shall be the venue for such claims or suits.

17. <u>SEVERABILITY</u>.
In the event any one or more of the provisions set forth in this Agreement shall be invalid, illegal, or unenforceable in any respect, such provision shall be deemed severed from this Agreement, and the validity, legality, or enforceability of the remaining provisions of this Agreement or any other application thereof shall not be affected or impaired thereby, and shall, therefore, remain in effect.

18. <u>WAIVER</u>.
Failure to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement, shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of the right or power at all or any other times.

19. <u>COUNTERPARTS</u>.
This Agreement may be executed in any number of counterparts as may be convenient or required for the benefit of the Parties. It shall not be necessary that the signature of, or on behalf of, each Party, or that the signature of all persons

required to bind any Party, appear on each counterpart. All counterparts shall collectively constitute a single instrument. It shall not be necessary in making proof of this instrument to produce or account for more than a single counterpart containing the respective signatures of, or on behalf of, each of the Parties hereto. Any signature page to any counterpart may be detached from any such counterpart without impairing the legal effect of the signatures thereon and thereafter attached to another counterpart identical thereto, except having attached to it additional signature pages.

20. DIGITAL TRANSMISSIONS.

The Parties agree that each may rely, without investigation, upon the genuineness and authenticity of any document, including any signature or purported signature, transmitted digitally, without reviewing or requiring receipt of the original document. Each document or signature so transmitted shall be deemed an enforceable original. Upon request, the transmitting Party agrees to provide the receiving Party with the original document transmitted digitally; however, the Parties agree that the failure of either Party to comply with such a request shall in no manner whatsoever affect the genuineness, authenticity, or enforceability of the document or this contract. Each Party waives and relinquishes as a defense to the formation or enforceability of any contract between the Parties, or provision thereof, the fact that a digital transmission was utilized.

21. NOTICE.

All notices required pursuant to this Agreement shall be in writing, and shall be deemed to have been given at the time they are mailed to the respective Party via certified mail, return receipt requested with an additional copy sent via U.S. first class mail at the address set forth below, or at such other place or address as the Parties shall provide to each other in writing.

Champaign Park District	**RamClean 2 Inc**
Attn: Executive Director	**2513 Springfield Ave. Suite 1**
706 Kenwood Road	**Champaign, IL 61821**
Champaign, IL 61821	

22. FORCE MAJEURE.

The Parties shall not be liable for, nor shall either of them be considered in breach of this Agreement due to, in whole or in part, any delay, failure or inability to perform the Services or other obligations under this Agreement as a result of a cause beyond its reasonable control, including, without limitation, any act of God or a public enemy or terrorist; any act, omission, or delay in action of any military, governmental, quasi-governmental, or regulatory authority or agency; any local, state, regional, or federal emergency; change in any law, rule, or regulation; any natural disaster or other like event; any epidemic or pandemic; any quarantine, self-quarantine, shelter-in-place, or like preventive measure issued or recommended by any governmental or quasi-governmental authority or agency; or any disruption or outage of communications, power or other utility. The time for performance required of the Parties (to the extent such delay, failure, or inability is reasonably curable by additional time) shall be extended by the period of such delay and in no event shall a Party be expected to expend or incur any additional costs or expenses beyond those reasonably anticipated at the commencement of this Agreement, nor shall the occurrence of the Force Majeure Event affect the obligation of a Party to pay money (or cause any third party to make payment of money on a Party's behalf) in a timely manner which matured prior to the occurrence of Force Majeure Event.

23. REPRESENTATION OF AUTHORITY.

Each person or entity executing this Agreement represents that they are authorized to execute the Agreement. Each person executing this Agreement on behalf of any entity represents that they are authorized to execute this Agreement on behalf of such entity.

24. ENTIRE AGREEMENT.

This Agreement and any written addendum, amendment, or exhibit to it executed in writing by the Parties constitute(s) the entire contract between Park District and Vendor, and supersede all prior representations, negotiations or agreements, written or oral, which are not included herein. This Agreement may only be amended by written instrument executed by Park District and Vendor.

25. <u>TIME OF THE ESSENCE</u>.
Time is of the essence of this Agreement. It shall be binding upon the representatives, successors and permitted assigns of the Parties hereto.

WHEREOF, the Parties hereto have caused this Agreement to be executed and effective as of the date first above written.

Champaign Park District, a municipal corporation	RamClean 2 Inc 2513 Springfield Ave. Suite 1 Champaign, IL 61821
By: ______________________	By: ______________________
Name: ______________________ (*print name*)	Name: ______________________ (*print name*)
Title: ______________________	Title: ______________________

REPORT TO PARK BOARD

FROM: **Sarah Sandquist, Executive Director**

DATE: **September 9, 2026**

SUBJECT: **Approval of Resolutions:**
1) Intent to Issue 2026 General Obligation Bonds; and,
2) Setting the Public Hearing Date on the Proposed Bond Issuance

Background
Annually, the Champaign Park District issues General Obligation (GO) Bonds to fund necessary capital improvement, repair, and maintenance projects for Park District property. Last year, the Board authorized the 2025 issuance of $1,430,000 in non-referendum GO Bonds at an interest rate of 2.55%. With the Consumer Price Index (CPI) increase of 2.7%, the Park District's maximum allowable 2026 levy for debt service, including interest, is $1,518,152. Staff recommend issuing $1,500,000 in GO Bonds to be used for capital improvement projects.

The Park District Code requires the Board to adopt a resolution of intent to issue debt and to hold a public hearing to receive public comments prior to issuance. Accordingly, the first resolution establishes the Park Board's intent to issue 2026 GO Bonds, and the second schedules the public hearing for October 14, at the Regular Board Meeting.

Consistent with Government Finance Officers Association (GFOA) best practices, the Park District engages Bond Counsel to safeguard compliance and a Placement Agent to strengthen market access and provide issuance expertise. Gilmore & Bell, P.C. serves as Bond Counsel to ensure legal compliance, prepare required documents, and provide a legal opinion on the bonds. Raymond James, as the placement agent, provides debt issuance expertise, prepares offering materials, solicits bids from local, regional, and national banks to broaden competition, and negotiates terms, such as interest rates.

Next Steps
- October 14:
  - Hold a Public Hearing on proposed bond issuance
  - Board approval to solicit bids for the bond issuance
- November 10:
  - Board approval to accept the bid for the bond issuance
  - Board approval of the bond ordinance
  - Board approval to pay off the amount for the prior year's bond issue

Budget Impact
The FY 2026/27 budget provides funding for the repayment of the 2025 bond issue through property tax levy revenues. Additionally, the budget includes funding for all costs associated with the issuance, including Bond Council fees of $5,000, Placement Agent fees of $5,000, and public hearing notices posted with the News Gazette.

Recommended Action
Staff recommends approval of resolutions: 1) Intent to Issue 2026 GO Bonds; and 2) Setting a Public Hearing Date on the Proposed Bond Issuance.

Prepared by:	Reviewed by:
Courtney R. Kouzmanoff, CPFO Director of Finance	Sarah Sandquist, CPRE Executive Director

Attachments:
Resolution Intent to Issue 2026 GO Bonds
Resolution Setting the Public Hearing on Proposed Bond Issue

A RESOLUTION

INTENT OF THE CHAMPAIGN PARK DISTRICT BOARD OF COMMISSIONERS TO ISSUE 2026 GENERAL OBLIGATION LIMITED BONDS

WHEREAS, the Champaign Park District is a duly authorized General Park District organized under the provisions of the Park District Code of the State of Illinois as amended; and

WHEREAS, for the providing funds to pay for the building, maintaining, improving and protecting the parks and boulevards of the Park District, and for the payment of expenses incident thereto, the Champaign Park District is authorized and empowered to issue general obligation limited bonds of said Park District in an amount not to exceed 0.575% of the total assessed valuation of all property in said Park District by Ordinance and without an election on such proposition; and

WHEREAS, it now reasonably expected that the aggregate outstanding unpaid balance of bonds and notes of the Park District, including the bond issue which the Park District proposes to issue and sell on or about December 1, 2026, will not, on that date, exceed 0.575% of the total assessed valuation of all taxable property in the Park District, and in any event such amount will not be exceeded; and

WHEREAS, the Commissioners of the Champaign Park District have made a thorough investigation and given careful consideration of the needs for maintaining, improving and protecting of the lands and buildings and the parks of said Park District, and for land acquisition; and

WHEREAS, said Commissioners have determined it is necessary to raise additional funds for maintaining, improving and protecting the lands, buildings and parks of said Park District; and

WHEREAS, Champaign Park District does not have sufficient funds available for such purposes and, therefore, it will be necessary to borrow and to issue and sell general obligation limited bonds of said Park District as evidence of such indebtedness in the sum of up to $1,500,000.00, all as provided for by the Park District Code and the statutes of the State of Illinois thereunto enabling.

NOW, THEREFORE, BE IT RESOLVED BY THE CHAMPAIGN PARK DISTRICT BOARD OF COMMISSIONERS OF CHAMPAIGN COUNTY, ILLINOIS, as follows:

Section 1. This Board of Commissions does hereby determine it is desirable and necessary for the Champaign Park District and for the residents thereof that the Park District raise additional funds to pay for the building, maintaining, improving and protecting the parks and boulevards of the Park District, and for the payment of expenses incident thereto.

Section 2. The Park District has obligated itself to pay the costs of such improvements and repairs in excess of $1,500,000.00 and that, in order to be able to pay those costs, it is necessary, and for the best interests of Champaign Park District, that the Park District borrow the sum of $1,500,000.00 and that general obligation limited bonds of the Park District in the aggregate amount of $1,500,000.00 be issued in evidence thereof, and sold.

Section 3. The ordinance selling such general obligation limited bonds shall not be enacted for a period of seven days after the adjournment of the public hearing to receive public comments on the proposal to sell such bonds. After the expiration of said seven-day period, the Park District may act on the ordinance selling such bonds for sale on terms to be hereafter approved by this Board general obligation limited bonds of Champaign Park District in the aggregate amount of up to $1,500,000.00, said bonds to be dated as provided in such ordinance, maturing on or about December 1, 2027, and the Director of Finance and/or the Treasurer of the Park District is hereby authorized and directed to seek out and negotiate with prospective purchasers of said bonds and to report to this Board for its consideration and approval or disapproval the interest rates and other terms bid by said prospective purchasers.

APPROVED by the President and Board of Commissioners of the Champaign Park District this 9th day of September 2026.

APPROVED:	ATTEST:
______________________________	______________________________
Michael R. Somers, President	Marguerite C. Bailey, Secretary

A RESOLUTION

SETTING THE PUBLIC HEARING DATE ON THE PROPOSED 2026 GENERAL OBLIGATION BOND ISSUANCE

WHEREAS, it is the intention of the Champaign Park District Board of Commissioners (Board) to issue bonds in the total amount of $1,500,000.00 for the purpose of providing funds to pay for the building, maintaining, improving, and protecting the parks and boulevards of the Park District, and for the payment of expenses incident thereto.

WHEREAS, it is required by Illinois state statute that a governmental entity proposing to issue and sell non-referendum general obligation bonds hold a public hearing concerning its intent to do so prior to the sale of such bonds, and that it give notice of such hearing as required by said statute.

NOW, THEREFORE, BE IT RESOLVED BY THE CHAMPAIGN PARK DISTRICT BOARD OF COMMISSIONERS OF CHAMPAIGN COUNTY, ILLINOIS, as follows:

Section 1. This Board of Commissions does hereby set a public hearing concerning its intent to issue and sell general obligations bonds of said Park District in the amount of $1,500,000.00 for said purpose, to be held Wednesday, October 14, 2026, at 5:30 P.M. at Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, as part of the regularly scheduled meeting of said Board of Commissioners to be held that date.

Section 2. That the Champaign Park District shall give due public notice of said hearing in the time and manner prescribed by law.

APPROVED by the President and Board of Commissioners of the Champaign Park District this 9th day of September 2026.

APPROVED:	ATTEST:
________________________________	________________________________
Michael R. Somers, President	Marguerite C. Bailey, Secretary

Return to Agenda

REPORT TO PARK BOARD

FROM: **Sarah Sandquist, Executive Director**

DATE: **September 9, 2026**

SUBJECT: **Comprehensive Revenue Policy - Proposed Revisions**

Background
The Park District Board of Commissioners (Board) adopted the Comprehensive Revenue Policy in 1999 and has regularly reviewed and revised it. The purpose of the policy is to establish an approach to revenue generation, cost recovery, and financial stewardship. Staff recommends revising the policy to provide a more comprehensive framework for revenue and cost recovery decisions and to meet the Commission for Accreditation of Park and Recreation Agencies (CAPRA) requirements. The revised policy maintains the Park District's commitment to community access and recognizes that the appropriate level of cost recovery depends on the level of public and individual benefit provided. Key revisions to the policy include:

- Establishing a Revenue Philosophy that recognizes the importance of a diverse revenue structure and the appropriate use of property tax and non-tax revenues.
- Formalizing a Cost Recovery Philosophy by establishing three service classifications with corresponding cost recovery expectations.
- Clarifying direct and indirect costs to provide greater consistency when evaluating program and service costs.
- Establishing a framework for Enterprise Activities and Enterprise Funds.
- Establishing an ongoing revenue review process to evaluate revenue sources, fees, cost recovery, and enterprise operations based on financial conditions, community needs, market conditions, and strategic priorities.
- Removing the Fee Schedule from Board Policy and delegating routine fee-setting authority to the Executive Director, with significant fee structure or cost recovery changes requiring Board approval.
- Reorganizing the policy structure to include a purpose statement and definitions.
- Removing guideline information that is more appropriate for administrative procedures.
- Removing language regarding resident versus non-resident fee differentials to simplify the fee structure and provide consistent pricing for Park District programs and services.

Prior Board Action
- On December 14, 2022, the Board amended the Comprehensive Revenue Policy.

Recommended Action
Staff recommends that the Board provide input on the recommended changes and direct staff to bring forward a final draft for consideration.

Prepared by:	Reviewed by:
Courtney R. Kouzmanoff, CPFO Director of Finance	Jimmy Gleason Director of Facilities

Reviewed by:

Jeannie Robinson, CPRE
Director of Recreation

Reviewed by:

Jarrod Scheunemann, CPRP
Deputy Executive Director

Attachments:
Attachment A - Comprehensive Revenue Policy revised December 14, 2022
Attachment B - Recommended Revised Comprehensive Revenue Policy (Track Changes)
Attachment C - Recommended Revised Comprehensive Revenue Policy (Clean)
Attachment D - Non-Resident Fee Elimination Analysis

CHAMPAIGN
PARK DISTRICT

Comprehensive Revenue Policy

The Champaign Park District's (Park District) Comprehensive Revenue Policy establishes the types of revenues the Park District shall collect and is the basis of accounting. The policy on Fees and Charges further details the fees and charges that the Park District shall administer. These policies are reviewed and updated as part of the review of the entire set of Park District policies, which last took place in 2016 when they were approved by the Park District Board of Commissioners (Board).

Potential increases in fees and charges are reviewed on an annual basis. Increases to fees and charges are based on numerous factors including the consumer price index (CPI), changes in staff costs, and estimated increases for contractual services and material and supplies. These factors are weighted based on their percentage of the overall Park District budget to create a blended increase in fees and charges.

During the budget process, staff enter notes regarding their proposed budgets, including an explanation of fee and charge increases. In this area, they outline fee increase amounts and explain any fee increases that are below or above the recommended organizational fee increase included in the budget guidelines.

Revenue Policy

The Park District uses multiple sources of revenue to supplement the revenue received in the form of taxes, because it is not financially feasible or healthy to rely solely on one source of revenue. Some of these sources may include fees and charges, inter-governmental, rentals, sponsorships and donations, and program revenues. The Park District will evaluate all new sources of revenue before acceptance to prevent compromising the mission of Park District.

The Park District is always vigilant about finding new sources of revenue to improve the revenue mix of the Park District. The following revenues sources are based on the Government Finance Officers classifications that are used in the Park District's annual financial audit as well as annual budget.

a. Taxes. The Park District receives Property Taxes from the property owners of Champaign Park District. The Park District levies taxes in accordance with the Property Tax Extension Limitation Law (PTELL). The Park District currently levies taxes for seven purposes including Corporate, IMRF, Liability, Auditing, Recreation, Museum, and Special Recreation.

b. Fees and Charges. The Park District charges fees for facility usage and sale of products including pool passes, Virginia Theatre tickets, dog park usage, field usage, and program participation.

The Park District shall not currently charge fees to residents for entrance into parks, playgrounds, sled hills, or informal use of outdoor athletic facilities.

Facility fees and charges are determined by the Facility Fees and Program Fees.

The Personal Property Replacement Tax is a corporate income tax collected statewide and then distributed to various taxing Districts. The Park District also has a strong history of receiving grant from numerous government entities.

The Park District receives rental income for facility usage including special events, meetings, weddings, and shelter rentals.

Miscellaneous Revenue receives a variety of revenues including non-resident fees, vending machine revenue, procurement card rebates and interest income received on cash deposits.

The Park District pursues a variety of sponsorships and donations to help fund its recreation programs and other special events. This is done to reduce the burden on taxpayers and participants for events such as the Summer Concert Series, and other holiday special events.

The Park District uses this budget area to include debt service proceeds, capital transfers, operating transfers, and transfers for debt service payments.

Program revenues are fees paid from residents and non-residents to take part in programs that Park District puts on yearly. Program revenues are received in the Corporate, Recreation and the Museum with the majority in the Recreation and Museum Fund. Program prices are determined by the Revenue Policy and the Fees and Charges Policy.

Fees and Charges Policy

Statement of Philosophy

The Park District uses multiple sources of revenue to supplement the revenue it receives from property taxes. A primary source of revenue beyond property taxes are fees and charges collected from participants of the Park District. It is not financially feasible or healthy to rely solely on one source of revenue to support a diversified quality parks and recreation program. The Park District shall evaluate its fees and charges policy annually as part of its budget process; receiving approval from the Board prior to implementation.

Fees and Charges

A system of fees and charges is an efficient and equitable way to distribute the costs associated with providing services that exceed the ability of the tax base to support the costs. With this in mind, the Park District has developed these goals and guidelines with the intention of uniformly defining the method used to determine pricing levels for fees and charges.

The Park District primarily provides recreation services on three different levels. Those levels include services that benefit the entire community, Recreation and Corporate programs and services that mostly benefit the user but to some extent benefit the community, and Revenue Facilities programs and services that benefit only the user.

The chart below explains the differences in these levels.

	Community Programs	Recreation Programs	Revenue Programs
Who Benefits?	All people of the community	Mostly participants	Participant only
Who Pays?	Community through taxation	Participants and community share costs	Participant pays full cost
Desirability or Feasibility of Fees	Not desirable or feasible	Desirable and feasible	Desirable and feasible
Examples of Programs or Services	Concerts in the Park	Teen Programs/Youth Theatre Program	Dog Park
Cost Recovery	None or very little	Direct costs and 35% of indirect costs	Total direct and indirect costs

The concept of estimated cost recovery involves setting fees and a charge based on the level of service so that the revenue received equals the total cost of providing a particular service and is critical to the success of this system.

Definitions

Direct Cost: These are costs that are directly attributed to an individual service and include: instructor salary, materials, transportation, admission fees, specific marketing costs, building rent in non-Park District owned facilities, etc.

Indirect Cost: These are costs that cannot be associated directly with an individual service provided and include: administrative salaries, utility costs, building maintenance and cleaning, office and rest room supply costs, etc.

Total Cost: This is the cost of providing a service and includes both the direct cost and an allocated portion of the indirect cost.

Goals: The Park District will use tax revenues to improve and manage all of the land, facilities and recreation programs that have been determined to benefit all taxpayers. The Park District will also use tax revenue to assist residents who cannot afford to utilize a program or service. Taxpayers should not be asked to meet the entire cost of providing activities and facilities that involve considerable expenses and serve a special interest with a limited number of participants. Charging fees for these programs is an equitable method of recovering costs for targeted or specialized programs and services. However, fees and charges should not become a barrier for participation or a method of excluding any resident of the Park District.

General Guidelines

- The Park District shall not charge fees to residents for entrance into parks, playgrounds, sled hills, or informal use of outdoor athletic facilities (when not previously scheduled).

- The Park District will charge fees for specialized services that do not benefit the entire community including recreational programs. These fees shall be structured to pay for the cost of offering the program and contribute to overhead as outlined below:

  a. Managers shall consider appropriate direct, indirect, and overhead costs, market conditions, target markets and payment of capital improvement bonds issued to renovate a specific facility when developing fees and charges for all Park District services. The Park District shall consider the cost of using the facility when determining the total cost of offering programs instructed by a contractual third party. Program supervisors should strive to keep the costs associated with any program minimal in order to keep the fee for the program reasonable.

  b. The Park District will charge entry fees for admission to special use facilities such as the tennis center or swimming pools.

  c. The Park District may charge membership and/or initiation fees for access and use of a facility or program.

  d. The Park District may develop special pricing strategies including differential fees for different types of organizations, different times of the year, incentives to increase participation, and group, repeat business, or multiple family member discounts.

  e. Managers may prorate fees if a person wishes to participate in a program after the first class of a program and the desired outcome of the program does not depend on attending all classes.

- The minimum number of participants per class needed to achieve revenue policy goals shall be the determining factor in setting class minimums. Programs must reach minimum participant levels one week before the class starting date or the Park District shall cancel the program (new program ideas are exempt from this guideline for one year to allow the program to grow).
- Since non-residents of the Park District do not support the Park District through taxes, they should pay an additional fee to assist with costs associated with overhead, facility maintenance and development, and program development expenses covered by taxes.
- The Park District considers the residents of the Urbana Park District as residents for any program held in the Champaign Park District and the Urbana Park District does the same for the residents of Champaign who wish to use Urbana Park District facilities and programs.
- The Park District will actively seek other sources of revenue such as donations or grants to partially subsidize community-wide programs. Scholarship or fee reduction programs shall be available to any resident that proves financial hardship for any program or facility regardless of the amount of tax support the program or facility receives.

Approved by Board of Commissioners	August 11, 1999
Revised by Board of Commissioners	October 12, 2005
Revised by Board of Commissioners	June 8, 2011
Revised by Board of Commissioners	October 12, 2016
Revised by Board of Commissioners	December 14, 2022

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director

Attachment B

CHAMPAIGN PARK DISTRICT

Comprehensive Revenue Policy

The Champaign Park District Board of Commissioners (Board) recognizes the importance of maintaining a diverse and mission-aligned revenue system that protects taxpayer resources, supports long-term stewardship of Park District assets, and ensures continued delivery of high-quality parks, recreation, and cultural arts services for the community.

The Board recognizes that no single revenue source can sustainably support all operations of the Park District. Accordingly, the Park District shall maintain a balanced revenue structure that appropriately combines tax support, user fees, grants, sponsorships, donations, investment income, and other lawful revenue sources consistent with the Park District's mission, strategic plan, and financial objectives.

Purpose

To establish principles, responsibilities, approval, and review processes governing the generation, administration, and evaluation of the Park District's revenues, including taxes, fees, service charges, admissions, rentals, enterprise revenues, grants, sponsorships, donations, intergovernmental revenues, and other lawful revenue sources.

Definitions

- **Direct Costs:** Costs that can be directly attributed to a specific program, service, facility, or activity. Examples may include instructor wages, program supplies, contracted services, transportation, and other expenses incurred specifically to provide the service.
- **Indirect Costs:** Costs incurred to support the overall operation of the Park District that cannot be directly assigned to a specific program, service, facility, or activity. Examples may include administrative salaries, finance and human resource functions, marketing, utilities, insurance, maintenance, information technology, and other organizational overhead expenses.
- **Cost Recovery:** The percentage of program, service, facility, or activity costs that are recovered through fees, charges, sponsorships, grants, or other revenue sources.
- **Enterprise Activity:** A program, service, facility, or operation that primarily benefits individual users, operates in a business-like manner, and is intended to recover its direct operating costs and an appropriate portion of indirect costs through earned revenue.

Revenue Philosophy

The Park District's revenue philosophy is to maintain a balanced and diverse mix of revenue sources to support its mission. The Park District shall consider reliability, sustainability, and appropriateness of available revenue sources when making revenue decisions and may use a combination of tax-supported funding, user fees, earned revenues, and alternative funding sources.

~~The Champaign Park District's (Park District) Comprehensive Revenue Policy establishes the types of revenues the Park District shall collect and is the basis of accounting. The policy on Fees and Charges further details the fees and charges that the Park District shall administer. These policies are reviewed and updated as part of the review of the entire set of Park District policies, which last took place in 2016 when they were approved by the Park District Board of Commissioners (Board).~~

~~Potential increases in fees and charges are reviewed on an annual basis. Increases to fees and charges are based on numerous factors including the consumer price index (CPI), changes in staff costs, and estimated increases for contractual services and material and supplies. These factors are weighted based on their percentage of the overall Park District budget to create a blended increase in fees and charges.~~

~~During the budget process, staff enter notes regarding their proposed budgets, including an explanation of fee and charge increases. In this area, they outline fee increase amounts and explain any fee increases that are below or above the recommended organizational fee increase included in the budget guidelines.~~

Revenue Sources

~~**Policy**~~

The Park District's goal is to maintain a diverse revenue structure that complements property tax funding with appropriate non-tax revenue sources and supports the delivery of parks, recreation, and cultural arts within the community. ~~uses multiple sources of revenue to supplement the revenue received in the form of taxes, because it is not financially feasible or healthy to rely solely on one source of revenue. Some of these sources may include fees and charges, inter-governmental, rentals, sponsorships and donations, and program revenues. The Park District will evaluate all new sources of revenue before acceptance to prevent compromising the mission of Park District.~~
~~The Park District is always vigilant about finding new sources of revenue to improve the revenue mix of the Park District. The following revenues sources are based on the Government Finance Officers classifications that are used in the Park District's annual financial audit as well as annual budget.~~ Revenue sources may include, but are not limited to:

a. Property Taxes~~. The Park District receives Property Taxes from the property owners of Champaign Park District. The Park District levies taxes in accordance with the Property Tax Extension Limitation Law (PTELL). The Park District currently levies taxes for seven purposes including Corporate, IMRF, Liability, Auditing, Recreation, Museum, and Special Recreation.~~

b. Program Revenues~~Fees and Charges. The Park District charges fees for facility usage and sale of products including pool passes, Virginia Theatre tickets, dog park usage, field usage, and program participation.~~
c. Facility Revenues
d. Intergovernmental Revenues
e. Philanthropic and Sponsorship Revenues
f. Investment Income
g. Debt Proceeds
~~b.~~

~~The Park District shall not currently charge fees to residents for entrance into parks, playgrounds, sled hills, or informal use of outdoor athletic facilities.~~
~~Facility fees and charges are determined by the Facility Fees and Program Fees.~~
~~The Personal Property Replacement Tax is a corporate income tax collected statewide and then distributed to various taxing Districts. The Park District also has a strong history of receiving grant from numerous government entities.~~
~~The Park District receives rental income for facility usage including special events, meetings, weddings, and shelter rentals.~~
~~Miscellaneous Revenue receives a variety of revenues including non-resident fees, vending machine revenue, procurement card rebates and interest income received on cash deposits.~~
~~The Park District pursues a variety of sponsorships and donations to help fund its recreation programs and other special events. This is done to reduce the burden on taxpayers and participants for events such as the Summer Concert Series, and other holiday special events.~~
~~The Park District uses this budget area to include debt service proceeds, capital transfers, operating transfers, and transfers for debt service payments.~~
~~Program revenues are fees paid from residents and non-residents to take part in programs that Park District puts on yearly. Program revenues are received in the Corporate, Recreation and the Museum with the majority in the Recreation and Museum Fund. Program prices are determined by the Revenue Policy and the Fees and Charges Policy.~~
The Park District shall periodically evaluate its revenue sources to ensure they are consistent with the Park District's mission, strategic priorities, community needs, financial condition, and applicable laws. As part of a periodic revenue review, the Executive Director (Director) shall evaluate the Park District's overall revenue mix, including the proportion of tax-supported and non-tax revenues, and identify opportunities to diversify revenue sources while maintaining affordable and accessible services. Revenue trends and significant changes in the Park District's revenue composition shall be considered in long-term financial planning and the annual budget process.

Grants and Alternative Funding Sources
The Park District may pursue grants and other alternative funding sources that support its mission, vision, strategic priorities, and operational and capital needs. Alternative funding sources may include grants, sponsorships, donations, gifts, partnerships, naming rights, and other lawful non-tax revenue sources.

All grant opportunities and alternative funding sources shall be reviewed and approved by the Director prior to the submission of an application. Applications for grant or alternative funding that may result in an award exceeding the Director’s contract signing authority shall be submitted to the Board for approval prior to application submission. The Director will keep the Board informed of the status of all grant awards.

Cost Recovery Philosophy

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The Park District’s cost recovery philosophy is to align the portion of costs recovered through user fees and other earned revenues with the level of public and individual benefit provided by each program, service, facility, or activity. Programs and services that provide broad community benefit may receive greater tax-supported funding, while activities that primarily benefit individual participants may be expected to recover a greater portion of their costs through fees and other earned revenues. The following table provides three classifications as a framework for establishing cost recovery targets:

Classification	Fully Subsidized	Partially Subsidized	Break-Even to Profit
Who Benefits	Entire Community	Community and Participants	Primarily Participants
Funding Responsibility	Community	Shared	Participants
Capacity for Fees	Not Appropriate or Limited	Moderate	Significant
Cost Recovery Target	No Cost Recovery	Partial Recovery of Direct Costs	Full Recovery of Direct Costs
Cost Recovery %	0% – 29%	30% – 99%	100%+

These classifications are intended to serve as guidelines rather than mandatory financial thresholds. The program classifications will be evaluated and determined by the Program Review Committee. Cost recovery may be adjusted based on community needs, strategic priorities, market conditions, equity considerations, or other factors determined to be in the best interest of the Park District. Financial performance should be considered in decision-making; however, the Park District recognizes that the value of parks and recreation services cannot be measured solely by financial performance.

The Park District may intentionally subsidize programs, services, facilities, or initiatives that advance community priorities, promote access, support public health and wellness, preserve cultural resources, protect natural resources, or otherwise further the Park District's mission and strategic priorities.

The Park District shall not charge fees for entrance into parks, playgrounds, sled hills, or informal use of outdoor facilities when not otherwise reserved.

Enterprise Activities

Enterprise activities are programs, services, facilities, or operations that primarily provide direct benefits to individual users and operate in a business-like manner. Unlike traditional public park services, enterprise activities generally provide specialized services where participation is voluntary, and the primary benefit is received by the individual user. Accordingly, user fees should serve as the primary funding source for these operations. Examples may include indoor tennis facilities, concession operations, or other revenue-generating facilities.

As a general guideline, enterprise activities should strive to:

- Recover 100% of direct operating costs through earned revenue.
- Recover an appropriate allocation of indirect costs, such as administrative support, finance, human resources, information technology, and other Park District-wide overhead.
- Contribute toward future capital maintenance, equipment replacement, and facility reinvestment when financially feasible.

- Operate in a financially sustainable manner while maintaining high-quality services and customer experience.

The Board recognizes that Enterprise Activities may not achieve these objectives every fiscal year due to market conditions, strategic initiatives, community access goals, facility age, capital investment needs, or other operational considerations. Temporary operating subsidies may be appropriate when approved by the Board, appropriated for within the budget, and supported by a demonstrated public purpose or long-term financial strategy.

Enterprise Funds
As Enterprise Activities expand, the Park District may establish separate Enterprise Funds for operations that primarily function through earned revenue. Enterprise Funds provide increased financial transparency by:

- Identifying the full cost of operations;
- Measuring financial performance;
- Supporting long-term capital planning;
- Promoting financial sustainability; and
- Reducing reliance on tax-supported operating funds.

The establishment of an Enterprise Fund shall be approved by the Board based upon the financial characteristics, operational complexity, and long-term sustainability of the activity. The existence or absence of a separate Enterprise Fund shall not alter the Park District's expectation that Enterprise Activities be managed in accordance with the financial principles established in this policy.

Revenue Review

The Director shall periodically evaluate the Park District's revenue sources, fee structures, pricing methodologies, cost recovery objectives, and enterprise operations to ensure they remain consistent with the Park District's mission, strategic plan, financial condition, community needs, and market conditions.

The Director is authorized to establish and adjust fees on a routine basis within the parameters of this policy, including regularly scheduled or market-based fee increases. Routine fee adjustments shall be communicated to the Board through the annual budget process.

Recommendations for significant changes to revenue strategies, fee structures, or cost recovery objectives may be presented to the Board for consideration through the annual budget process or as otherwise appropriate.

- ~~Fees and Charges Policy~~

~~Statement of Philosophy~~

~~The Park District uses multiple sources of revenue to supplement the revenue it receives from property taxes. A primary source of revenue beyond property taxes are fees and charges collected from participants of the Park District. It is not financially feasible or healthy to rely solely on one source of revenue to support a diversified quality parks and recreation program. The Park District shall evaluate its fees and charges policy annually as part of its budget process; receiving approval from the Board prior to implementation.~~

~~Fees and Charges~~

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~~The Park District primarily provides recreation services on three different levels. Those levels include services that benefit the entire community, Recreation and Corporate programs and services that mostly benefit the user but to some extent benefit the community, and Revenue Facilities programs and services that benefit only the user.~~

~~The chart below explains the differences in these levels.~~

	~~Community Programs~~	~~Recreation Programs~~	~~Revenue Programs~~
~~**Who Benefits?**~~	~~All people of the community~~	~~Mostly participants~~	~~Participant only~~
~~**Who Pays?**~~	~~Community through taxation~~	~~Participants and community share costs~~	~~Participant pays full cost~~
~~**Desirability or Feasibility of Fees**~~	~~Not desirable or feasible~~	~~Desirable and feasible~~	~~Desirable and feasible~~
~~**Examples of Programs or Services**~~	~~Concerts in the Park~~	~~Teen Programs/Youth Theatre Program~~	~~Dog Park~~
~~**Cost Recovery**~~	~~None or very little~~	~~Direct costs and 35% of indirect costs~~	~~Total direct and indirect costs~~

~~The concept of estimated cost recovery involves setting fees and a charge based on the level of service so that the revenue received equals the total cost of providing a particular service and is critical to the success of this system.~~

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~~**General Guidelines**~~

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Approved by Board of Commissioners	August 11, 1999
Revised by Board of Commissioners	October 12, 2005
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Revised by Board of Commissioners	December 14, 2022
Revised by Board of Commissioners	_______________

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Mike R. Somers, President Sarah Sandquist, Executive Director

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

Section II.3b

CHAMPAIGN PARK DISTRICT

Comprehensive Revenue Policy

The Champaign Park District Board of Commissioners (Board) recognizes the importance of maintaining a diverse and mission-aligned revenue system that protects taxpayer resources, supports long-term stewardship of Park District assets, and ensures continued delivery of high-quality parks, recreation, and cultural arts services for the community.

The Board recognizes that no single revenue source can sustainably support all operations of the Park District. Accordingly, the Park District shall maintain a balanced revenue structure that appropriately combines tax support, user fees, grants, sponsorships, donations, investment income, and other lawful revenue sources consistent with the Park District's mission, strategic plan, and financial objectives.

Purpose

To establish principles, responsibilities, approval, and review processes governing the generation, administration, and evaluation of the Park District's revenues, including taxes, fees, service charges, admissions, rentals, enterprise revenues, grants, sponsorships, donations, intergovernmental revenues, and other lawful revenue sources.

Definitions

- **Direct Costs:** Costs that can be directly attributed to a specific program, service, facility, or activity. Examples may include instructor wages, program supplies, contracted services, transportation, and other expenses incurred specifically to provide the service.
- **Indirect Costs:** Costs incurred to support the overall operation of the Park District that cannot be directly assigned to a specific program, service, facility, or activity. Examples may include administrative salaries, finance and human resource functions, marketing, utilities, insurance, maintenance, information technology, and other organizational overhead expenses.
- **Cost Recovery:** The percentage of program, service, facility, or activity costs that are recovered through fees, charges, sponsorships, grants, or other revenue sources.
- **Enterprise Activity:** A program, service, facility, or operation that primarily benefits individual users, operates in a business-like manner, and is intended to recover its direct operating costs and an appropriate portion of indirect costs through earned revenue.

Revenue Philosophy

The Park District's revenue philosophy is to maintain a balanced and diverse mix of revenue sources to support its mission. The Park District shall consider reliability, sustainability, and appropriateness of available revenue sources when making revenue decisions and may use a combination of tax-supported funding, user fees, earned revenues, and alternative funding sources.

Revenue Sources

The Park District's goal is to maintain a diverse revenue structure that complements property tax funding with appropriate non-tax revenue sources and supports the delivery of parks, recreation, and cultural arts within the community. Revenue sources may include, but are not limited to:

a. Property Taxes
b. Program Revenues
c. Facility Revenues
d. Intergovernmental Revenues
e. Philanthropic and Sponsorship Revenues
f. Investment Income
g. Debt Proceeds

The Park District shall periodically evaluate its revenue sources to ensure they are consistent with the Park District's mission, strategic priorities, community needs, financial condition, and applicable laws. As part of a periodic revenue review, the Executive Director (Director) shall evaluate the Park District's overall revenue mix, including the proportion of tax-supported and non-tax revenues, and identify opportunities to diversify revenue sources while maintaining affordable and accessible services. Revenue trends and significant changes in the Park District's revenue composition shall be considered in long-term financial planning and the annual budget process.

Grants and Alternative Funding Sources
The Park District may pursue grants and other alternative funding sources that support its mission, vision, strategic priorities, and operational and capital needs. Alternative funding sources may include grants, sponsorships, donations, gifts, partnerships, naming rights, and other lawful non-tax revenue sources.

All grant opportunities and alternative funding sources shall be reviewed and approved by the Director prior to the submission of an application. Applications for grant or alternative funding that may result in an award exceeding the Director's contract signing authority shall be submitted to the Board for approval prior to application submission. The Director will keep the Board informed of the status of all grant awards.

Cost Recovery Philosophy

The Park District's cost recovery philosophy is to align the portion of costs recovered through user fees and other earned revenues with the level of public and individual benefit provided by each program, service, facility, or activity. Programs and services that provide broad community benefit may receive greater tax-supported funding, while activities that primarily benefit individual participants may be expected to recover a greater portion of their costs through fees and other earned revenues. The following table provides three classifications as a framework for establishing cost recovery targets:

Classification	Fully Subsidized	Partially Subsidized	Break-Even to Profit
Who Benefits	Entire Community	Community and Participants	Primarily Participants
Funding Responsibility	Community	Shared	Participants
Capacity for Fees	Not Appropriate or Limited	Moderate	Significant
Cost Recovery Target	No Cost Recovery	Partial Recovery of Direct Costs	Full Recovery of Direct Costs
Cost Recovery %	0% – 29%	30% – 99%	100%+

These classifications are intended to serve as guidelines rather than mandatory financial thresholds. The program classifications will be evaluated and determined by the Program Review Committee. Cost recovery may be adjusted based on community needs, strategic priorities, market conditions, equity considerations, or other factors determined to be in the best interest of the Park District. Financial performance should be considered in decision-making; however, the Park District recognizes that the value of parks and recreation services cannot be measured solely by financial performance.

The Park District may intentionally subsidize programs, services, facilities, or initiatives that advance community priorities, promote access, support public health and wellness, preserve cultural resources, protect natural resources, or otherwise further the Park District's mission and strategic priorities.

The Park District shall not charge fees for entrance into parks, playgrounds, sled hills, or informal use of outdoor facilities when not otherwise reserved.

Enterprise Activities

Enterprise activities are programs, services, facilities, or operations that primarily provide direct benefits to individual users and operate in a business-like manner. Unlike traditional public park services, enterprise activities generally provide specialized services where participation is voluntary, and the primary benefit is received by the individual user. Accordingly, user fees should serve as the primary funding source for these operations. Examples may include indoor tennis facilities, concession operations, or other revenue-generating facilities.

As a general guideline, enterprise activities should strive to:

- Recover 100% of direct operating costs through earned revenue.
- Recover an appropriate allocation of indirect costs, such as administrative support, finance, human resources, information technology, and other Park District-wide overhead.
- Contribute toward future capital maintenance, equipment replacement, and facility reinvestment when financially feasible.
- Operate in a financially sustainable manner while maintaining high-quality services and customer experience.

The Board recognizes that Enterprise Activities may not achieve these objectives every fiscal year due to market conditions, strategic initiatives, community access goals, facility age, capital investment needs, or other operational considerations. Temporary operating subsidies may be appropriate when approved by the Board, appropriated for within the budget, and supported by a demonstrated public purpose or long-term financial strategy.

Enterprise Funds
As Enterprise Activities expand, the Park District may establish separate Enterprise Funds for operations that primarily function through earned revenue. Enterprise Funds provide increased financial transparency by:

- Identifying the full cost of operations;
- Measuring financial performance;
- Supporting long-term capital planning;
- Promoting financial sustainability; and
- Reducing reliance on tax-supported operating funds.

The establishment of an Enterprise Fund shall be approved by the Board based upon the financial characteristics, operational complexity, and long-term sustainability of the activity. The existence or absence of a separate Enterprise Fund shall not alter the Park District's expectation that Enterprise Activities be managed in accordance with the financial principles established in this policy.

Revenue Review

The Director shall periodically evaluate the Park District's revenue sources, fee structures, pricing methodologies, cost recovery objectives, and enterprise operations to ensure they remain consistent with the Park District's mission, strategic plan, financial condition, community needs, and market conditions.

The Director is authorized to establish and adjust fees on a routine basis within the parameters of this policy, including regularly scheduled or market-based fee increases. Routine fee adjustments shall be communicated to the Board through the annual budget process.

Recommendations for significant changes to revenue strategies, fee structures, or cost recovery objectives may be presented to the Board for consideration through the annual budget process or as otherwise appropriate.

Approved by Board of Commissioners	August 11, 1999
Revised by Board of Commissioners	October 12, 2005
Revised by Board of Commissioners	June 8, 2011
Revised by Board of Commissioners	October 12, 2016
Revised by Board of Commissioners	December 14, 2022
Revised by Board of Commissioners	________________

________________________________   ________________________________

Mike R. Somers, President   Sarah Sandquist, Executive Director

Non-Resident Fee Elimination Analysis

As part of the Comprehensive Revenue Policy update, staff completed an analysis regarding the impact of eliminating non-resident surcharge fees. The following data explains the financial, operational, and community-service rationale for the recommendation. Based on this analysis, staff recommends eliminating the non-resident surcharge and adopting a universal pricing structure.

Market Analysis:

Agency	Type	NR Program Surcharge	NR Membership Surcharge	NR Rental Surcharge	Resident Registration Priority
Normal Parks & Rec	Municipal	None	None	None	Yes – 1 week for summer only
Bloomington Parks & Rec	Municipal	None	None	None	Yes – 1 week
Rantoul Recreation	Municipal	None	None	None	No
Peoria Park District	Park District	None	None	None	No
Decatur Park District	Park District	Varies. Many flat rate programs, but a select group of programs have a small NR surcharge. They do not use a percentage but a flat dollar increase that ranges between $5-20, but does not exceed $20.	None	None	No
Savoy Recreation	Municipal	Varies; ~35–40%, but non-residents that buy a recreation center membership get resident rates	Varies: ~35–45%	Yes, varies from 15% to 100%	No
Springfield Park District	Park District	Variable fixed $ surcharge	None	Yes, but only select facilities and the surcharge rates vary	No
Urbana Park District	Park District	50%	50%	Yes, but not on all facilities/rentals	Yes – 3 days
Champaign Park District	Park District	50%	None	Yes – 50%	Yes – 3 days

FY 2025/26 Resident/Non-Resident Activity Registration Data:

- 18,331 activity registrations
    - 16,404 registrations did not include non-resident surcharges
        - 12,160 registrations received resident discounts
        - 3,026 registrations were free and therefore did not include non-resident surcharges
        - 1,218 registrations used flat-rate pricing and did not include non-resident surcharges
        - 1,927 registrations included non-resident surcharges
    - Therefore, only 10.5% of activity registrations included non-resident surcharges.
    - The following Park District offerings already use flat-rate pricing without non-resident surcharges:
        - Memberships
        - Sholem Day Passes
        - Tennis Center Court Rates
        - All sports field rentals
        - Team sports registration (adult team-based registration, not youth individual-based registration)
        - Senior programs
        - Events and races
        - CUSR Transportation
        - Vendor fees (primarily for special events)
        - Art exhibit participation
        - Merchandise
        - Private Lessons

FY 2025/26 Resident/Non-Resident Activity Registration Financial Data:

Resident Discounted Registration	$1,354,115
Flat Rate Program Registration	$83,491
Non-resident Registration	$259,489
Total Activity Registration	**$1,697,095**

Non-resident extra portion collected (50% surcharge)	$86,495	
CPD Purchased residency fees collected	$2,178.32	*7 families
CUSR Purchased residency fees collected	$1,000	*20 families
Total Non-resident Fees Collected	**$89,673.32**	

- Non-resident surcharges represent 5.28% of activity registration revenue.
- SmartRec reporting did not allow staff to reliably determine how many rentals included non-resident surcharges. Available information suggests that rental surcharge revenue is minimal, but the amount could not be independently verified.
- In total, the Park District received $3,021,320 through SmartRec in FY 2025/26. Of that amount, $89,673 came from non-resident activity surcharges. If rental surcharges are conservatively estimated at just over $10,000, total non-resident surcharge revenue would be approximately $100,000, or 3.3% of all revenue collected through SmartRec. Because rental surcharge revenue could not be confirmed through reporting, the $100,000 figure should be viewed as a planning estimate.

Sholem Aquatics Center Case Study:

At the February 14, 2024 board meeting the Board approved eliminating non-resident fees for all memberships. Then at the November 13, 2024 meeting the board approved an amended fee schedule that included eliminating the non-resident charges for day passes at Sholem for the 2025 season. Revenue increased despite removal of the surcharges: season-pass revenue increased by nearly $28,000 this year, and day-pass revenue is projected to increase by more than $10,000 after Memorial Day weekend revenue is included. Although other factors may also have influenced results, the experience demonstrates that broader access and simpler pricing can coincide with stronger revenue performance. Sholem therefore provides a relevant local example of the opportunity created by expanding the Park District's practical service market.

ACCOUNT BALANCE (CUR/PREV YTD BALANCES) REPORT FOR CHAMPAIGN PARK DISTRICT

Balance As Of 04/30/2027

GL Number	Description	YTD Balance 04/30/2026	26-27 Amended Budget	YTD Balance 04/30/2027
Fund: 02 RECREATION				
Account Category: Revenues				
Department: 70-022 POOLS AND AQUATICS - SHOLEM POOL				
02-70-022-42100	SEASON TICKET SALES	130,402.73	143,179.00	158,342.19
02-70-022-42105	DAILY ADMISSION SALES	283,479.89	258,528.00	290,377.01
02-70-022-44100	RENTAL INCOME	5,378.70	6,830.00	7,994.59
02-70-022-46160	OTHER REIMBURSEMENTS	6,963.92	5,450.00	1,125.00
02-70-022-48239	MERCHANDISE FOR RESALE	412.00	490.00	353.00
02-70-022-49115	PROGRAM FEES	85,271.83	88,164.50	90,179.04
02-70-022-49200	PARTICIPANT SCHOLARSHIP	3,427.25	4,000.00	5,350.45
Total Department 70-022:		515,336.32	506,641.50	553,721.28
Revenues		515,336.32	506,641.50	553,721.28

Benefits to Eliminating Non-resident Fees:

Viewed only as a direct fee change, eliminating non-resident surcharges creates an estimated annual revenue exposure of approximately $100,000. That amount equals about 3.3% of FY 2025/26 SmartRec revenue and represents the maximum estimated surcharge revenue at risk, not necessarily the expected net revenue loss. Increased participation, fewer cancellations, and improved use of available capacity may offset some or all of the foregone surcharge revenue over time. The Sholem Aquatics Center experience illustrates that expanded access can support revenue growth. The recommendation also provides the following financial, operational, and community-service benefits:

- **Resident benefits would remain protected.** Eliminating the surcharge would not require identical treatment of residents and non-residents. Taxpayers would retain first access to limited-capacity and high-demand programs, and staff recommends expanding residents priority-registration period from three to seven days. Scholarship eligibility would also remain limited to Champaign-Urbana residents. These protections provide residents with benefits that are particularly meaningful when program capacity is limited.
- **Priority registration may be more valuable than a discount for high-demand programs.** For popular camps, swim lessons, youth theatre programs, or pottery classes, first access may provide greater practical value than a price differential. With a seven-day resident priority-registration period, non-residents could register only for capacity that residents did not select during that protected window.
- **Increases participation and fills unused capacity.** After residents have received priority access, an unfilled program spot generates no revenue. Universal pricing can attract participants from surrounding communities and help fill programs, camps, leagues, lessons, and classes without displacing residents during the priority period.
- **Can increase total revenue despite lowering the non-resident price.** Eliminating the surcharge does not necessarily result in a dollar-for-dollar loss of current surcharge revenue. Additional registrations, fewer cancellations, and improved use of otherwise-unused capacity may recover some or all of the foregone revenue.
- **Reduces program cancellations.** Programs near minimum enrollment have a better chance of operating when a substantial non-resident premium does not discourage potential participants. A cancellation eliminates all associated participant revenue and negatively affects residents who wanted the program to proceed. Fewer cancellations can also improve customer satisfaction and rebuild trust affected by prior cancellations.
- **Expands the Park District's practical service market.** Champaign functions as a regional destination. People from Savoy, Mahomet, St. Joseph, Tolono, Rantoul, and other communities already work, shop, attend events, and participate in recreation in Champaign. Universal pricing would make Park District programs more competitive for that regional audience.
- **Simplifies pricing for customers.** Instead of advertising resident and non-resident prices or base prices with separate discounts, each program would have one clear price. Customers would not need to determine residency status before understanding the cost.

- **Improves customer service by reducing administrative burden.** A universal rate would reduce residency verification, customer questions, exceptions, address disputes, incorrect household classifications, manual adjustments, and staff explanations regarding eligibility.
- **Simplifies recreation software and online registration.** Staff would maintain one program price instead of separate resident and non-resident pricing structures, reducing setup complexity and opportunities for pricing or configuration errors.
- **Simplifies marketing.** A single $100 price is easier to communicate than $100 for residents and $150 for non-residents. Websites, flyers, social media, and online registration materials would be clearer.
- **Removes confusing boundary-related customer experiences.** Park District boundaries do not always correspond intuitively to mailing addresses or community identity. Families who view themselves as living in the same community can receive substantially different prices because of taxing-district boundaries that may not be apparent.
- **Can increase membership conversion and cross-participation.** A non-resident who first participates in youth soccer may later purchase a fitness membership or pool pass, register for camp, rent a pavilion, attend events, or enroll another child. A high initial surcharge can prevent the Park District from establishing that longer-term customer relationship.
- **Supports economies of scale.** Higher participation can spread fixed program costs, including staff planning, facility use, equipment, administration, and marketing, across more participants and potentially improve program cost recovery.
- **Makes cost-recovery pricing more logical.** Rather than setting a resident price and automatically adding 50%, the Park District can establish one price based on the actual cost of service delivery, the desired subsidy level, market conditions, and the applicable cost-recovery target. Universal pricing would not prevent future price adjustments when costs or market conditions warrant a change.
- **Aligns with practices used by several central Illinois peers.** Staff research identified Peoria, Normal, Bloomington, and Rantoul as useful examples of agencies that have eliminated non-resident surcharges. Decatur uses a middle approach, applying relatively small fixed-dollar resident discounts to selected programs rather than a large percentage differential. These examples demonstrate that substantial non-resident surcharges are not the only viable method for balancing access, resident value, and cost recovery.

Conclusion:

Staff recommends the elimination of non-resident surcharges as part of the Comprehensive Revenue Policy update. The proposal converts an inconsistent surcharge structure affecting only 10.5% of activity registrations into a simpler, market-based pricing approach while preserving meaningful resident advantages. Residents would receive a seven-day priority-registration period, and scholarship eligibility would remain limited to Champaign-Urbana residents. The estimated $100,000 in annual surcharge revenue represents approximately 3.3% of SmartRec revenue and is the maximum estimated revenue exposure rather than a guaranteed net loss. The Sholem Aquatics Center experience indicates that expanded access can coincide with stronger revenue performance, while broader participation may improve capacity utilization, reduce cancellations, and support cross-participation. This measured approach would expand access and simplify administration while maintaining resident priority.

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REPORT TO PARK BOARD

FROM: **Sarah Sandquist, Executive Director**

DATE: **September 9, 2026**

SUBJECT: **Draft Strategic Plan**

Background
Over the past several years, the Champaign Park District Board of Commissioners (Board) and staff have participated in a variety of planning efforts intended to clarify the Park District's long-term direction and priorities. These efforts, along with community input, operational planning, and recent facility and organizational studies, have informed the attached first draft of the Champaign Park District's 2027–2030 Strategic Plan.

The draft is intended to establish a clear connection between the Board's vision and strategic direction and the goals and annual work developed by staff. It is organized around five Strategic Pillars: Asset & Infrastructure Stewardship; Program & Community Impact; Financial Sustainability & Stewardship; Community Experience & Equity; and Organizational Excellence & Workforce. Each pillar includes broad objectives and more specific goals intended to guide the Park District's work over the planning period.

The plan is structured as a rolling three-to-five-year plan, with annual review and reporting to ensure progress and accountability while allowing the Park District to respond to changing needs and opportunities.

Recommended Action
Staff seeks Board feedback on the overall direction, Strategic Pillars, Objectives, and Goals contained in this first draft. Following Board discussion, staff will incorporate feedback and continue refining the document for future consideration and adoption. No formal action is requested currently.

Prepared by:

Sarah Sandquist, CPRE
Executive Director

Reviewed by:

Marguerite Bailey
Administrative Project Manager

Attachments: Draft Strategic Plan 27-30

Draft 2027–2030 Strategic Plan

Champaign Park District

Purpose

A strategic plan provides a shared direction for the future of the Champaign Park District and establishes priorities that will guide decision-making, resource allocation, and organizational effort over the next several years. It connects the Park District's Mission, Vision, and Values to the work necessary to achieve them, and provides a common understanding of what success should look like.

The Park Board of Commissioners and staff have distinct but complementary roles in this process. As the Park District's elected governing body, the Park Board of Commissioners establishes the broader vision and strategic direction for the organization, informed by community needs, available resources, research, and its responsibility to represent Champaign residents. The Board's direction is reflected in the Strategic Pillars and the areas in which it believes the Park District should place particular emphasis during the planning period.

Staff translate the direction into action. Strategic Objectives and Goals identify the outcomes the Park District intends to achieve over the life of the plan, while supplemental documents like annual initiatives, departmental work plans, the annual budget, and the Capital Improvement Plan establish the specific work necessary to make progress toward those outcomes. Together, these elements create a clear line between the Board's vision for the future and the organization's daily work.

The 2027–2030 Strategic Plan is intended to be both aspirational and actionable. It establishes priorities for the next three to five years while providing enough flexibility for the Park District to respond to changing community needs, financial conditions, emerging opportunities, and unforeseen challenges.

Plan Philosophy

The 2027–2030 Strategic Plan is designed as a rolling three-to-five-year plan. This approach establishes clear objectives, measurable goals, and expected timeframes for the current planning period while recognizing that the environment in which the Park District operates will continue to evolve.

The plan will be reviewed annually to assess progress, recognize completed goals, identify challenges, refine strategies, and incorporate new work when appropriate. The rolling nature of the plan is intended to maintain relevance and responsiveness, not to continually extend unfinished work. Each strategic goal will have a defined target timeframe, and goals that require an extension will include an explanation of the circumstances and a revised path toward completion.

This approach allows the Park District to maintain a consistent long-term direction with flexibility to adjust the work required to achieve it. Strategic Pillars and Objectives remain stable, while individual Goals may evolve as work is completed, new information becomes available, or community circumstances change.

Long-term stewardship serves as a guiding principle throughout the plan. For the Champaign Park District, stewardship and sustainability extend beyond environmental responsibility. It means making decisions that support the long-term health of the Park District's parks and facilities, financial resources, workforce, operations, natural resources, and community. Long-term Stewardship decision-making considers both current needs and the Park District's responsibility to future generations.

Strategic Planning Hierarchy

The Strategic Plan is organized around five interconnected levels that move from long-term direction to annual implementation:

Organizational Mission, Vision & Values
Define why the Champaign Park District exists, where it aspires to go, and the principles that guide its work.

Strategic Pillars
Identify the enduring areas of organizational success necessary to achieve the District's Vision. All pillars are important; however, the Board may identify areas of greater emphasis during a particular planning period.

Strategic Objectives
Define the broad outcomes the District intends to advance within each pillar over the next three to five years.

Strategic Goals
Establish specific and measurable results that demonstrate progress toward each Strategic Objective. Goals have defined timeframes and provide accountability for the commitments contained within the plan.

Annual Initiatives
Translate Strategic Goals into specific projects, programs, policies, studies, and work activities. Annual Initiatives are incorporated into departmental work plans, the annual budget, and the Capital Improvement Plan and may change from year to year as progress is made.

Together, these elements create a direct connection between the District's long-term Vision and its annual allocation of people, time, and financial resources. The Strategic

Plan therefore serves not simply as a statement of aspiration, but as an ongoing decision-making tool for the Board and staff.

Mission

The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

Vision

The Champaign Park District strives to be a leader in parks, recreation, and cultural arts by providing and promoting safe and outstanding experiences and facilities, generating outstanding value for all residents.

Values

The Champaign Park District's values guide how the organization carries out its Mission and works toward its Vision:

Collaboration

Customer Service

Diversity, Opportunity, and Inclusion

Innovation

Organizational Excellence

Staff Excellence

Stewardship

Asset & Infrastructure Stewardship

Provide safe, reliable, and well-maintained parks and facilities through strategic investment and long-term planning.

Objective 1.1 — Preserve and reinvest in existing assets

Prioritize the condition, functionality, and useful life of current parks, facilities, and infrastructure before significant system expansion.

Goals

- Develop and maintain a comprehensive asset lifecycle and replacement plan that identifies condition, remaining useful life, replacement cost, and funding needs for major assets.
- Establish a measurable strategy to substantially address maintenance needs over the planning horizon.
- Prioritize renovation, adaptive reuse, and modernization of existing facilities before construction of significant new facilities unless an identified community need, partnership, or funding opportunity warrants an exception.

Objective 1.2 — Modernize facilities to meet contemporary community needs

Improve existing spaces so they are accessible, flexible, efficient, and capable of supporting evolving recreation and community uses.

Goals

- Establish and implement a phased plan for major facility modernization based on the district-wide facility study, ADA Transition Plan, community input, and financial capacity.
- Incorporate universal accessibility, flexible use, technology, energy efficiency, and changing recreation trends into major renovations.
- Periodically evaluate the highest and best use of existing District property and facilities, including opportunities for consolidation, repurposing, or divestiture.

Objective 1.3 — Strengthen long-range capital planning

Ensure infrastructure decisions are supported by reliable data and sustainable funding.

Goals

- Maintain a rolling 10-year Capital Improvement Plan aligned with strategic priorities and asset lifecycle information.
- Establish appropriate capital replacement reserves and predictable annual reinvestment targets.
- Evaluate proposed additions to the system for both initial capital cost and long-term operating and replacement obligations.

Objective 1.4 – Improve the sustainability and resilience of Park District assets

Integrate environmentally responsible and cost-effective practices into facility improvements and infrastructure investments.

Goals

- Incorporate energy efficiency, water conservation, and sustainable materials into major capital improvement projects whenever practical.
- Evaluate renewable energy, automation, and other emerging technologies that reduce long-term operating costs and improve environmental performance.
- Increase the resilience of Park District facilities and infrastructure to address changing environmental conditions and future maintenance needs.

Program & Community Impact

Vision: Expand access, participation, and community impact through innovative, inclusive, and environmentally responsible programming.

Objective 2.1 — Deliver responsive recreation and cultural opportunities

Ensure programs evolve with changing interests, demographics, lifestyles, and recreation trends.

Goals

- Use participation data, community research, trends, and program evaluation to regularly identify opportunities for expansion, modification, or discontinuation.
- Establish measurable strategies to increase participation among populations identified as underserved or underrepresented.
- Periodically evaluate the appropriate balance of direct programming, contracted programming, partnerships, and community-supported services.

Objective 2.2 — Strengthen youth and lifelong development

Use recreation, cultural arts, sports, and community programming as tools for personal development and quality of life for community members.

Goals

- Develop a comprehensive youth and teen service strategy that addresses after school, camps, enrichment, leadership, employment, and recreation opportunities.
- Strengthen opportunities for adults and older adults around wellness, social connection, lifelong learning, and active recreation.
- Expand meaningful cultural arts experiences through coordinated use of Springer Cultural Center, the Virginia Theatre, public art, events, and partnerships.
- Expand environmental education, conservation programming, and outdoor learning opportunities for residents of all ages.

Objective 2.3 — Leverage partnerships to extend community impact

Expand what the Park District can accomplish through purposeful and strategic collaboration.

Goals

- Develop a framework for evaluating, maintaining, and pursuing partnerships based on mission alignment, community benefit, capacity, and financial impact.
- Strengthen strategic relationships with schools, healthcare organizations, nonprofits, local governments, the University of Illinois, businesses, and other recreation providers.
- Pursue opportunities where partnerships can expand services without unnecessarily duplicating community resources.

Financial Sustainability & Stewardship

Strengthen financial resilience through responsible stewardship, diversified revenue, operational efficiency, and sustainable investment.

Objective 3.1 — Establish a sustainable financial framework for service delivery

Develop a clear and consistent approach to funding Park District services based on community benefit, cost recovery, and available resources.

Goals

- Develop and implement a Comprehensive Revenue Policy establishing revenue principles, service categories, subsidy expectations, and cost-recovery targets.
- Evaluate the creation or expansion of enterprise funds for appropriate revenue-generating operations as financial and operational conditions warrant.
- Regularly evaluate programs, facilities, and enterprise activities based on financial performance, community benefit, utilization, and continued strategic relevance.

Objective 3.2 — Diversify revenues and strengthen financial resilience

Expand and strengthen non-tax revenue sources to complement property tax funding and support long-term fiscal resilience.

Goals

- Establish and monitor long-term objectives for increasing and diversifying non-tax revenue sources such as grants, sponsorships, philanthropy, fees, earned revenue, naming opportunities, and other alternative revenue.
- Grow the Champaign Parks Foundation's endowment capacity to support long-term Park District priorities.

- Maintain Board-established financial reserves and create strategic mechanisms for capital replacement and future investment.
- Monitor the Park District's overall revenue mix and evaluate opportunities to increase recurring non-tax revenue while maintaining appropriate tax support for services that provide broad community benefit.
- Reduce long-term operating costs through strategic investments in energy efficiency, technology, and sustainable infrastructure.

- **Objective 3.3 — Use data to maximize public value**

Connect financial decisions to measurable outcomes.

Goals

- Establish a manageable set of district-wide financial and operational key performance indicators (KPIs) tied to strategic objectives and the annual budget.
- Incorporate cost, participation, utilization, customer experience, and community benefit into major resource allocation decisions.
- Annually report strategic and financial performance to the Board and use results to refine future goals.

Community Experience & Equity

Deliver equitable, accessible, and community-centered experiences across all neighborhoods.

Objective 4.1 — Ensure distributed access to Park District opportunities

Reduce physical, financial, geographic, cultural, and informational barriers to participation.

Goals

- Implement the ADA Transition Plan through a prioritized, financially sustainable program of improvements within the Capital Improvement Plan.
- Evaluate access to parks, facilities, programs, trails, and services across neighborhoods and populations to identify meaningful gaps.
- Strengthen scholarship, language access, adaptive recreation, transportation, and other strategies that remove barriers for participation.

Objective 4.2 — Build an ongoing community listening system

Move beyond periodic surveys toward continuous engagement.

Goals

- Establish a consistent framework for neighborhood outreach, stakeholder conversations, online feedback, public meetings, and statistically valid surveys.

- Intentionally engage both current users and residents who do not currently use Park District services.
- Demonstrate how community input influences programs, capital projects, planning, and policy decisions.

Objective 4.3 — Create welcoming and connected public spaces

Use parks and recreation assets to strengthen community connections and belonging.

Goals

- Incorporate safety, shade, comfort, accessibility, connectivity, gathering space, and placemaking into park improvement decisions.
- Improve physical and recreational connections among parks, neighborhoods, trails, schools, and community destinations.
- Advance meaningful opportunities to expand regional trail connectivity, including the Kickapoo Rail Trail.

Organizational Excellence & Workforce

Build a high-performing, innovative organization that delivers exceptional service through its people.

Objective 5.1 — Develop the workforce of the future

Recruit, develop, retain, and prepare employees to lead the Park District into its next generation.

Goals

- Develop formal career development, succession planning, leadership training, mentorship, and professional certification pathways.
- Establish workforce planning strategies for positions with anticipated retirement eligibility, turnover, recruitment challenges, or changing service demands.
- Regularly evaluate organizational structure and staffing to ensure resources align with strategic priorities.

Objective 5.2 — Build a culture of continuous improvement and innovation

Encourage staff to improve how the Park District delivers services rather than simply maintaining existing practices.

Goals

- Formalize a continuous improvement process in which departments regularly evaluate operations, customer experience, and service-delivery processes.
- Establish an innovation program or dedicated funding mechanism to pilot promising new approaches.

- Evaluate emerging technologies including AI integration, automation, autonomous equipment, smart-building systems, and data tools and implement them where they improve service, efficiency, safety, or sustainability.

Objective 5.3 — Strengthen organizational alignment and accountability

Connect the strategic plan to everyday work.

Goals

- Cascade Board strategic objectives into annual district-wide and departmental goals through the budget process.
- Establish clear ownership, timelines, and performance measures for annual strategic goals.
- Monitor and review progress quarterly and conduct a formal annual strategic plan update to add, modify, complete, or retire goals.

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